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by
SAILEN GHOSE

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FIRMA K. L. MUKHOPADHYAY

Calcutta

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FOREWORD

The author of this book, the late Shri S. Ghose who had spent more than three decades of his life in the National Archives of India, died suddenly on the 5th January 1963 of a heart attack. It is a pity that he could not live to see the book in its present form on which he had worked hard for the last ten years. This work leading to its publication was made possible by a generous grant from the Ministry of Education, Government of India.

The book aims at giving an outline of the origin and development of archival institutions in India. In the Introductory chapter Shri Ghose has attempted to trace the origin and growth of archival institutions in India from the earliest times. For this purpose he has relied mainly on sources like the *Jatakas*, *Arthashastra* and *Sukraniti* supplementing them by the accounts of foreign travellers who visited India from time to time. The value of *Sukraniti* as a source material is rather doubtful but the information gleaned from other sources throws new light on the growth of archives in this country. The author has also referred to the records-management practices adopted by the Mughal Emperors, the Marathas, and the rulers of Vijayanagar and Mysore, and the way these records were disintegrated after the revolt of 1857. The book devotes two lengthy chapters to the creation and organisation of archives in modern India.

In Part II of the book, Shri Ghose has described at some length the archival assets of the Union and State Governments. The value of the book has been enhanced by a small bibliography and a list of Selections from Records. The author has also appended a list of select literature on archives-science and record-management which might be useful to a person who would like to go deeper into the subject.

I hope the book will be well received both by the professional archivist and the general reader.

New Delhi,
4th March 1963.

K. D. BHARGAVA
Director of Archives,
Government of India.

P R E F A C E

This book is not the outcome of any suggestion from outside. Rather, it was as a result of an inner urge, which in turn developed from what I had seen and heard during my professional life in various archival organisations in the country, that I started investigations on "The Origin, Growth and Development of Archives in India." It has taken much longer than originally contemplated to complete the task, firstly because, as an employee of the Government of India, I had to carry on the research in my individual capacity and outside normal duty hours, and secondly because I had to face a series of obstacles and embarrassments, with resultant delays, which are perhaps inevitably associated with a venture of this kind. Nevertheless, with persistent and prolonged efforts, I have succeeded in completing my task. As for the volume itself, it does not claim any scholarly treatment of the subject which is expected of a specialist; but it does embody the experience of a life-time and the only satisfaction of the author lies in the fact that there has been no other attempt of this kind in the past in the field of archival literature in this country.

This volume is in no way exhaustive as its scope had necessarily to be limited to the modern period, partly because of the dearth of information about the earlier times and partly because of the vastness of the subject. In many places therefore the scope of discussions has been narrowed down. Broader issues, for instance the growth of the Secretariat, filing systems, changing modes of correspondence, the reference system, the manner of storage and measures of preservation of records etc., had to be left out of the scope of the present work.

The entire work has been divided into four parts. In the first part, the 'Introduction' gives an outline of ancient and mediaeval systems of archives administration in India. Some scrappy information on the causes of disintegration of ancient

records and on ancient writing materials of India have been included as notes to this section. In the following three chapters, a discussion has been included on the history of the archives administration from the early days of the East India Company. In the second part is embodied, in nineteen sections, an outline of archival assets in the custody of the various official agencies in the country and of four representative archival assets in private custody. The third part is devoted to a conclusion and a plan for future archival administration. The fourth part contains a chronological table of principal archival events in India, and a list of Selections from Records. An Archival Map of India has been added to the book.

I shall be failing in my duty if I do not acknowledge with a deep sense of gratitude the invaluable guidance and encouragement that I have received from learned professors, historians and specialists all over the country. Foremost among them are Dr. B.A. Saletore, M.A., Ph.D. (London), D.Phil. (Giessen), formerly Director of Archives, Government of India ; Professor Susobhan Chandra Sarkar, M.A. (Oxon), formerly Head of the Department of History, Jadavpur University ; Shri K. D. Bhargava, M.A., Director of Archives, Government of India ; and Dr. Tara Chand, M.A., Ph.D., D.Litt (Oxon), the famous historian.

I am also indebted to Shri M. L. Alhuwalia, M.A., and Shri K. C. Sarkar, M.A., who have made very many valuable suggestions in the interest of clarity and conciseness. I am much obliged for the valuable advice received from the late Dr. B. S. Baliga, M.A., Ph.D. (London), Curator, Madras Record Office ; Dr. P. M. Joshi, M.A., Ph.D., Director of Archives, Government of Bombay ; Shri Shankar Nath Dutt, late Keeper of the Records, Government of West Bengal ; Dr. G. L. Chopra, M.A., Ph.D., Bar-at-Law, late Keeper of the Records, Government of East Punjab ; Shri K. Krishnan, Under Secretary, Government of former Madhya Pradesh ; Dr. K. K. Datta, M.A., P.R.S., Ph.D., formerly Head of the

Department of History, Patna University ; Sardar Ganda Singh, M.A., formerly Director of Archives, Pepsu ; Manager, the Burdwan Raj ; and Mr. J. Gledhill, Secretary to the Bengal Club Limited, Calcutta.

I am deeply grateful to Mr. S. C. Sutton for a free gift on behalf of the India Office Library (now known as Commonwealth Relations Office) of photostat copies of certain documents not available in the National Archives of India. Thanks are also due to Shri D. L. Kaka, M.A., and many others who are not mentioned here, for friendly cooperation.

If this work has any merit, the credit goes to those mentioned above. For any lapses or deficiencies, the responsibility rests entirely on the author and the inadequacy of his knowledge. If, however, this book is of any help and interest to the archivists, scholars and students, my labours will be fully rewarded.

31 March, 1962
New Delhi.

SAILEN GHOSE



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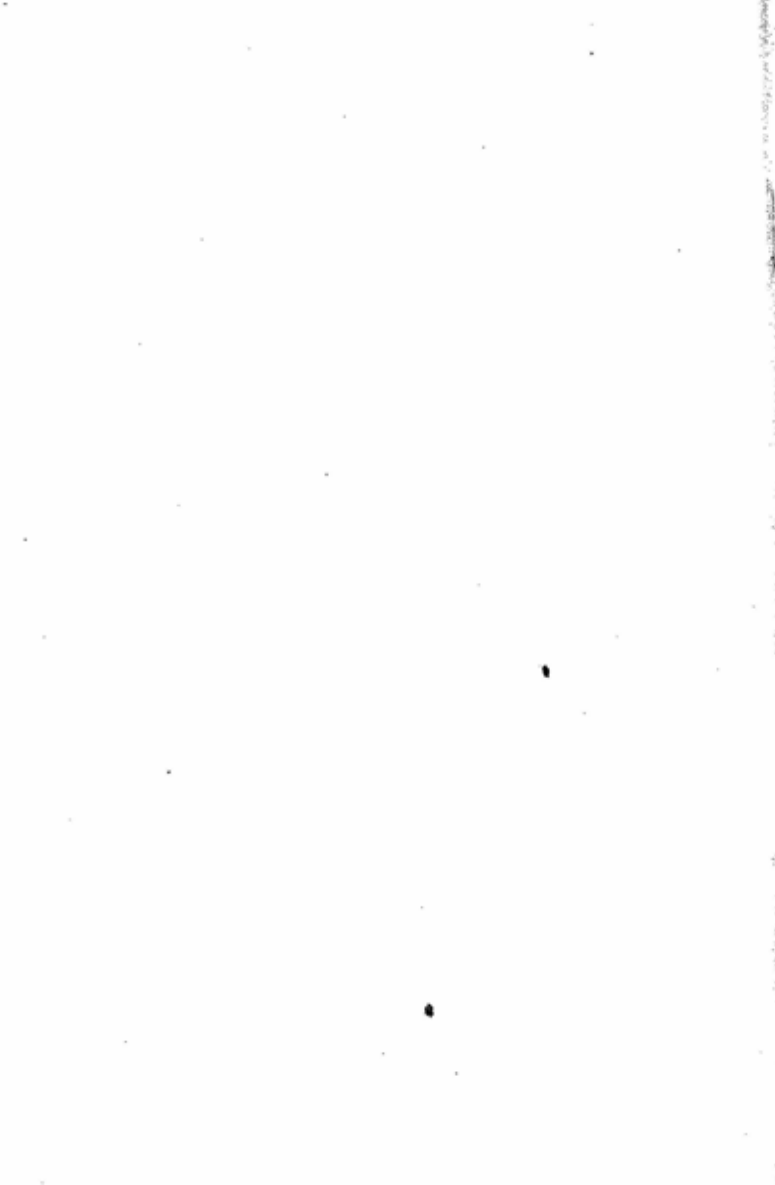
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PART I

Archival History

Destruction and disintegration of archives in India used to be a natural and common phenomenon in the old days. Whatever sketchy information is available about the various systems of archives-keeping in India in earlier days has been collected, pieced together and presented in this Chapter. This information as well as that on the ancient writing materials may provide a scope for historical research in future.



INTRODUCTION

The word 'record' comes from the Latin word for memory, or rather heart, which was supposed to be the seat of memory.

In ancient times, before the art of writing was introduced in India, record of thought or events was kept by memorising. "The *Vedas* have been handed down from mouth to mouth not transcribed on *paper* or leaves."¹ The *Rigveda* Hymns were preserved through "unaided efforts of memory."² It is not precisely known when writing was introduced in India. But there is "no allusion to writing in the *Brahmana* period. Writing was possibly introduced towards the latter half of the *Sutra* period."³ It is known that before writing was invented, record was kept by signs, drawings, pictures or engravings on a variety of materials like clay, wood, stone, rock-wall, caves, leaves or animal skins. The system of recording ideas and incidents changed with the progress of civilization as alphabets and writing materials proper were introduced. The older the civilization of a people, the more interesting should be the history of record management of that country; and India being one of the ancient countries, it may be normally expected that the history of her record administration would be illuminating. It would have been so, had the valuable collection of records and manuscripts built by bits through ages survived firstly the vandalism of the invaders of India, and secondly natural calamities like flood, famine, forced migration, fire, humidity, and white-ants. Again, whatever survived such havocs were either concealed as family assets or taken away beyond the shores of this country.

It is therefore necessary to state that no venture has been made here to present a full account of the subject in this chapter. Whatever scanty information is available on this topic has been collated and arranged in chronological order as far as possible. The facts are often disjointed and they do not obviously reveal a complete picture. They however become clearer and more detailed as we move towards our own times.

Archival institutions in Europe probably had their origins in the ancient Greek civilization. In the 5th and 4th centuries before Christ the Athenians kept their valuable documents in the temple of the mother of the gods, that is, the Metroon, next to the Court-house, in the public square in Athens. The temple contained treaties, laws, minutes of the popular assembly, and other documents. Among the documents were the statements Socrates wrote in his own defence, the manuscripts of model plays by Aeschylus, Sophocles, and Euripides, and the list of the victors in the Olympic Games. These writings were preserved and transmitted from the earliest times until perhaps the third century after Christ in the form of papyrus rolls.

It was in 1302 that the first Archivist was appointed in Bologna for weeding of papers. It is also said that from Italy the idea of archives administration travelled to England. The first effort in England at a Record Office was made by Edward I, who started preserving the Exchequer records in a part of the Tower of London. In 1578 a State Paper Office was established by Queen Elizabeth.

Despite the great significance of developments in Germany, Italy, Spain and other countries, those of France, England and the United States will best serve to illustrate the importance of nationalization. In 1789 the National Assembly in France established an archival institution. By a decree of 12 September 1790, this institution was named the *Archives Nationales* of Paris. On 14 August 1838, a central archival institution was established in England. This was the Public Record Office. The United States Government established a National Archives by the Act of 19 June 1934.

Without attempting to compare India with other countries of the world in the field of archives administration, it may be stated that, although the modern concept of archives keeping travelled from England to India during the time of the East India Companies, yet it will not be wrong to say that India had already known the problems and had tried to solve them much earlier than European countries.

The main topic of discussion in this book being the British

system of archives administration only, endeavour has been made in this section to give an idea of the conditions prevailing in the earlier period from cir. 600 B.C. to 1818 A.D.

BUDDHIST RECORDS

The *Jatakas*, which date back to pre-Buddhist times, do not leave any doubt as to the existence of the procedure of voting and its use in political matters even before the birth of Sakya Muni.⁴ There is a reference in a *Jataka*⁵ which proves that the procedure of moving three times a resolution on political matters was in vogue before the days of the Buddha.⁶ The administration of justice remained always separate from the executive,⁷ and the "Records of [all] cases decided were kept. Such records are mentioned as early as the *Jatakas*."⁸

The proceedings of the meetings of the Buddhist *Samgha* were recorded for guidance. The Buddha, following the contemporary teachers, adopted the name as well as the constitution of the political *Samgha* in founding his religious *Samgha*.⁹ The procedure of the religious *Samgha* was as follows: All members who had the right were present in the assembly on seats, placed under the direction of a special officer appointed for the purpose. Then a resolution was moved and repeated three times; the assembly was to listen quietly. If the members remained silent, the resolution was carried. If not, it had to be decided by vote.¹⁰ The proceedings of the *Samgha* were recorded by clerks. There used to be Clerks or Recorders of the House, who without ever quitting their seats took down minutes of the deliberations and resolutions.

A Buddhist Suttanta, *Maha-Govinda*, describes even a meeting of the Gods in their Hall, the Sudhamma Sabha (the Hall of Good Laws). At the four angles just outside the rows of the celestial members of the assembly and in front of the demi-gods (spectators), four recorders, each with "the title of the Great King" (Maharaja), took their assigned seats. The four Kings became the receivers of the speeches and receivers of resolutions "in respect of the matter," "for which the Tavatimsa Gods having assembled and being seated in the Hall

of Good Law, deliberated and took counsel together", "the four Lord Clerks of the House remaining the while in their places, not retiring."¹¹ The learned translator of the *Digha Nikaya* rightly saw in this that "the Four Great Kings were looked upon as Recorders of what had been said. They kept the minutes of the meetings."¹²

Apart from its religious complexion, the *Samgha* described above was almost the same as a political *Samgha*.

'Acts of indemnity' and other 'acts' and 'laws' passed must have been reduced into writing and we know that elaborate record of judicial business was kept by the Lichchhavis. The large size of the republican *ganas* necessitated the presence of more than one clerk. The members of the assembly made speeches from their seats and Clerks near the section "took down the words." Evidently the Clerks of the House were men of position.¹³

This glimpse gleaned from the fleeting past, from the distant sixth century before Christ, shows clear features of a developed state, marked with technicality and formalism in language, with an underlying concept of legalism and constitutionalism of an almost advanced type. This pre-supposes a previous experience extending over centuries.¹⁴ Perhaps this is one of the earliest references available on the method of creating records anywhere.

A natural question arises as to what had happened to such records after their creation. Some information collected on the topic, though very meagre, is both exciting and illuminating and it clearly points to the existence of a Record Office during the Buddhist period.

Yuan Chwang, who visited India from October 630 to July 644,¹⁵ confirms this by noting that he had written his travel accounts on the basis of what he had heard, seen and read in this country. In the beginning of the account, he says that "All these matters are set forth in authoritative writings (lit. —canonical treatises and official declarations) and are learned from local hearsay. From a wide study of the modern and the old and a minute examination of what is seen and heard we

learn¹⁶....." Yuan Chwang "adds that he learned from local records¹⁷ that...." Again, in the conclusion of the narrative he says that "wherever I went I made notes, and in mentioning what I saw and heard I recorded.¹⁸...."

Yuan Chwang must have therefore either seen, heard or read about Record Offices in India. Having narrated the alphabets, the spoken and written language of the Hindus, he proceeds to say: "As to their archives or records there are separate custodians of these. The official annals and state-papers are called collectively *ni-lo-pi-t'u* (or *Ch'a*); in these good and bad are recorded, and instances of public calamity and good fortune are set forth in detail."¹⁹

The comments of the annotators on the above are as follows: "The *Ni-lo-pi-t'u* of this passage has been rightly restored by Julien as *Nilapita*, and the Chinese annotator tells us the word means 'Dark-blue store.' We find the word *Nilapita* in our Sanskrit dictionaries, but the P.W. gives only one illustration of its use, and that is the passage before us."²⁰

In his Sanskrit Dictionary, Monier-Williams gives the meaning of the word, *Nilapita*, as "a collection of annals and royal edicts."²¹ He also states that the word occurs in the Buddhist literature. Further, in his Chinese Dictionary, Morrison gives the meaning of the word *Cha* as "to refer to records in public offices."²² He further explains: "This word, occurs very frequently in Chinese government papers, after stating a case, and before giving a decision, they use it denoting, *I have referred to the law, or the records of the office, and find*—then follows an opinion or decision."²³ In the Dictionary of Chinese Buddhist Terms, Soothill and Hodous explain the term as "the blue collection" of annals and royal edicts."²⁴ Thus the meaning, 'Dark-blue store' as given by the Chinese annotator is not correct. It might be a literal meaning of the term. It will be further seen that Rhys Davids and Bushell have given the term the meaning of "record office."²⁵

Thus we come to know that Record Offices existed in India during Buddhist times.

THE ARTHASASTRA

We are fortunate in having a few technical treatises on Hindu politics left to us. They are, however, insignificant remains of a considerable treasure built up by a number of political thinkers and statesmen of Hindu India. The "*Arthasastra* of Kautilya (cir. 300 B.C.), which may be called the Imperial Code of Governance of the Early Mauryas, is such a remnant."²⁶

In the Second Book, the names of the Government Departments and the duties of respective officers have been classified. In the Fifth Book, remunerations of Government employees—from the King down to the person in the lowest cadre—have been described. Details of the Government Servants' conduct rules also have been laid down.

All kinds of administrative measures were preceded by deliberations in an organised Council and the proceedings were kept secret.²⁷ The King used to create records. The procedure was that a *lekha* possessing all the qualifications of a minister and capable of good composition and good handwriting would transcribe the King's oral dictation into writing.²⁸

The *Arthasastra* mentions the *Akshapatala*.²⁹ It has been translated by Shamasastri as "office of accountants." Monahan does not accept the translation as correct and describes it as a "general record room".³⁰ This view is also supported by Ramachandran Dikshitar.³¹ Jayaswal says that the "Translation by Dr. Shama Sastry.... is not quite satisfactory. The text in places is not beyond doubt :"³² The office has been described in the *Arthasastra* as follows :

The door of the office should face either the north or the east with seats (for clerks) kept apart with shelves of account books well arranged by departments.

Some of the items dealt with by the office were : the descriptions of the work carried on and the results achieved in manufactures ; the amount of profit, loss and expenditure ; the status of the government agency employed ; the amount of wages paid ; the management of gems and commodities of superior or inferior value ; the history of customs, professions,

and transactions between countries, villages, families, and corporations; the King's courtiers and their gains in the form of gifts, land, remission of taxes allowed to them; the gains to the wives and sons of the King in the form of gems and land; the treaties with or ultimata issued to friendly or inimical kings; the payment to or receipt of tributes from friendly or inimical kings. Details of all these items were to be regularly entered in the prescribed registers.³³

The records were arranged according to series or groups. There were two main groups, official letters (*lekha*) and royal writs (*sasana*). Official letters (*lekhas*) were classified according to their purport: blame (*ninda*), praise (*prasamsa*), inquiry (*precha*), narration (*akhayana*), request (*prarthana*), refusal (*pratyakhayana*), censure (*upalamabha*), prohibition (*pratisedha*), command (*ajna*), conciliation (*santvam*), promise of help (*abhyavapatti*), threat (*bhartsana*), persuasion (*anunaya*). The royal writs or *sasana* were grouped under the following heads: notice (*prajnapana*), command (*ajna*), gift (*paridana*), remission (*parihara*), licence (*nirasti*), instruction (*pravrttilekha*), reply (*pratilekha*), general proclamation (*sarvatraga*).³⁴

The records comprised various activities of the government such as "copies of ultimatums issued to hostile monarchs and of treaties of peace made by them." Records pertaining to the public expenditure on departments like state manufactories, their outlay, profit, loss, expenditure and the balance, and those showing the receipt of valuable gems, pearls, and other precious stones, or metals, as well as the receipts from the treasury, towards the expenses of royal household, or foreign wars, or treaties were grouped separately.³⁵

From the nature of the items dealt with by the office as stated above, it seems that the term 'accounts' could not merely mean book-keeping and accountancy as held by Shamasastri. It rather meant an *account* of narratives, statistics and reports of various activities of the government, as held by Monahan and others. This view will be corroborated by the epigraphic evidences quoted later. The *Akshapatala* was, therefore, a Central Record Office as distinguished from an Accountant's Office.

OTHER NOTICES

* In the Gaya plate of the reign of Samudragupta, of G.E. 9, we come across a new series of officials. The charter was written according to the orders of an *Aksapataladhikrita*,³⁶ [line 15 of the inscription (328-329 A.D.),³⁷ No. 60, plate XXXVIII refers to *Akshapataladhikrita*]³⁸ which Fleet takes to mean literally "he who is appointed to the duties of a depository³⁹ of legal documents." "In subsequent inscriptions, we become quite familiar with a class of officials called *Aksapatalikas* or *Mahaksapatalikas*; but this is the first time that we hear of this class of officials in Epigraphy."⁴⁰ Line 75 of the Siladitya⁴¹ VII inscription (766—767 A.D.)⁴² refers to *Mahakshapatalika*, which Fleet explains as meaning literally 'the great *Akshapatalika*,' a technical official title denoting the superior officer of the *Akshapatalikas* or 'keeper of the records.'⁴³

Sir Aurel Stein has proved from his discoveries in Central Asia that the ancient Indian envelope consisted of two boards tied together with a string or wire, to the knot of which a lump of clay was attached. The seal of the person sending a letter was attached or impressed to this lump of clay.⁴⁴

The small chamber in which Bloch discovered seals is generally considered to be either "the record room of the royal offices⁴⁵ at Vaisali" or the lumber room of some office. Out of 27 seals of a private person named Nagasinha, one is combined with the seal of the Corporation of bankers, traders and merchants and another private person named Bhavasena. In this case also it appears that the seal was attached to a private contract to which the Corporation was a party and which was brought to the "government record office"⁴⁶ for registration.

Even after a gap of nearly 450 years, one more instance of the continuance of archival organisation can be located in line 34 of the Kadi grant of Bhimadeva II of Vikrama-Sambat 1283 (1226 A.D.), wherein the title *Akshapatalika*⁴⁷ occurs in an abbreviated form. It is derived from *Akshapatala*, to which Monier-Williams gives in his Sanskrit Dictionary the meaning of "a court of law; a depository of legal documents."

In north India administrative organisations of the Kalachuri, Gahadavala and the Sena dynasties reveal references to the *akshapatalika* and *mahakshapatalika*.⁴⁸

In south India the administration of the Cholas had well-organised record offices for their palm-leaf records⁴⁹⁻⁵² or the '*Olai*' as they were called. Under the Cholas the system of records creation was of a specialised character, as the office organisation was carefully designed to minimise the possibilities of error in recording the royal orders. As a matter of principle, the first draft of the royal order written by the *Olai* officer in immediate attendance on the King was scrutinised and approved by those of the *Olai-nayagam* or the senior officers conversant with proper official rules, tradition, etc. After the chief officer had approved of the draft, the *Olai* came to be called a *tittu*. This was then entered in the permanent record books, or communicated to the local authorities concerned, or both. Among the permanent revenue records of the Cholas there were two important categories, the *varip-pottagam* and the *varip-pottagak-kanakku*. The *varip-pottagam* was not a manual of extortion, but a carefully maintained record of land-rights, based on complete enquiries and accurate surveys, and kept up-to-date by fresh entries. The *varip-pottagak-kanakku* is a register corresponding to demand, collection, balance statements showing the position relating to the receipt etc.

THE SUKRANITI

The next valuable source is the *Sukraniti*. About the date of this work, the scholars widely differ.⁵³⁻⁶¹ Since the date is not precisely known, Dr. Ghoshal has been followed in this book in determining the period of this work. The archival information as contained in the *Sukraniti* is given below.

The *Sukraniti* gives an idea about the conception of records in medieval times. "Writing was created by Brahma as a reminder of the past events."⁶² The modern definition is that a document is a memory of the past events. The *Sukraniti* further deals with the classes and sub-classes of records, con-

stitution of records, that is, the qualities which must be possessed to make perfect records, creation of records, and lastly, the record offices and the officers-in-charge of records.

According to this work our ancestors were familiar with different types of records or *likhitas*⁶³ such as the royal and the popular, recorded with one's own hand or by others, and drawn up with or without witnesses. It is also stated that these documents were prepared according to the customs of the locality.⁶⁴ From the *Sukraniti* one gathers that there were seven types of popular *likhitas* relating respectively to partitions of property, gifts, purchases, sales, receipts, transfers and debts.⁶⁵ The royal *likhitas* were of three kinds, meant for administration, information or decision.⁶⁶ There were general rules regarding the drawing up of these royal or popular documents.

According to the *Sukraniti* no business of the State was done without a written document. A State record was endorsed first by the home minister, the lord chief justice, the minister of law, the minister of diplomacy with the fixed formula: "This is not opposed to us", that is, their departments had no objection. The minister of revenue and agriculture used to endorse it with the remark: "The note is all right"; the minister of finance: "Well considered"; then the president of the council inscribed in his own hand: "Really proper." Next the *pratinidhi* would write on it: "Fit to be accepted;" and then the *yuvaraja* was to write in his own hand: "Should be accepted"; the ecclesiastical minister would endorse it as: "This is agreeable to me". Every minister had to affix his seal at the end of his note. This was followed by the King's note: "Accepted", with his usual seal. As the King was not supposed to be able to go through the document carefully, it was therefore the duty of the *yuvaraja* or some one else to make the above endorsement on behalf of the King and then to show the same to him. After the first stage was over, the document was to be signed by all the ministers as the Council (*gana*) and the seal of the Council was affixed to it. Finally, it was once more presented to the King who would, "without delay" write "seen."⁶⁷

The royal documents should bear the signature or seal of the King and should also be simultaneously signed by the *Prakritis* or the departmental heads. There should be mention on each document of time, year, month, fortnight, *tithi* (day of the moon's age), period of the day, province, district, place, caste, size [*sic*], age, the objects, the evidences, the goods, the number, one's own name, and the king's name, residence, names of the other party, names of ancestors, the griefs (or injuries sustained), the collector or giver, and the signs⁶⁸ of mercy. etc.

The *Bhagapatra* or the document of partition was valid if it had witnesses, and the approval of the heirs. Otherwise, even if it was drawn up by the father it was not considered to be valid. The documents of gifts, sale and purchase about immovable property were valid only when approved by the receivers and having the *Gramapas* or village officers as witnesses.

A document which was not drawn up on the lines stated above was considered as *hina*, that is, not valid. Also documents written after the expiration of the period of transaction, as well as those which were written by unwise people or by females or were obtained under pressure were treated as invalid by the State.⁶⁹

MEDIEVAL RECORDS

During the middle ages, the Muslim rulers in India used to have record repositories but unfortunately details about them are lacking. We have but a hazy notion about the manner in which the archives were created, kept and disposed of by various administrative agencies of the Muslim rulers with the exception of the Mughals.

In the administrative system of the Delhi Sultanate, we find that the Sultan administered all the departments and was assisted by a body of ministers, usually four.⁷⁰ The royal household establishment was divided into thirty six Departments known as *Kar-khana*.⁷¹⁻⁷² They had their separate offices and regular staff of officers to superintend their business. Each *Kar-khana* had a separate financial department where accounts were kept and these were finally submitted to the *Diwan-i-Wizarat*,

the royal exchequer.⁷³ The Finance Minister was known as *Dāstardar*.⁷⁴ The Ministry called *Diwan-i-Insha* looked after the local governments and managed the royal correspondence. The head of this ministry was the *Dabir-i-Mumalik*. The function of this department was to draft royal orders, receive all correspondence from *Muqtis* and *Amils* and to despatch the royal order. This ministry was the proper channel for all correspondence between the central and local governments. The head of this ministry used to serve as the Private Secretary to the Sultan. All the *farmans* and letters were drafted by him, though the Sultan also at times dictated letters. There was a large number of *Dabirs* or clerks in this ministry.⁷⁵ The mint, buildings, intelligence department, agriculture, charitable institutions and the *Kar-khanas* were under the Ministry of *Dewani-i-Wizarat*. The *Majmuadar* used to keep record of balances and loans advanced to the people.⁷⁶ No further information of archival interest of the Delhi Sultanate is readily available.

Vijayanagar, however, presents an interesting though meagre account about the royal record office there. Abdur Razzaq who visited Vijayanagar in 1442 left the following account : "On the right hand of the palace of the Sultan there is the *diwan-khana* or minister's office, which is extremely large, and presents the appearance of a *chihal-sutun*, or forty-pillared hall ; and in front of it there runs a raised gallery, higher than the stature of man, thirty yards long and six broad, where records are kept and the scribes are seated."⁷⁷

The kingdom of Keladi, which was subordinate to the Emperors of Vijayanagar, had a Record Office at Ikkeri, its capital, during the period 1513-1763. Besides copper plates, palmyra leaf books, *Kaditas*, and paper formed the archives of this office. Peter Mundi who had seen this office at Ikkeri in 1637 wrote : "The country people write on Palme leaves with an Iron bodkin, as before mentioned. They say they will endure 100 years. Att my beeing att Eecary I was att the Kings Secretaries, where in his house I saw many hundreds (I may say thousands) of those written palme leaves, beeing very

long and Narrow, handsomely rouled uppe, those againe tied into bundles, hung uppe in order about his roome or office, soe thatt hee may (not improperly) bee stiled Master of the Roules." The Record Office is believed to have been destroyed in 1763 when Haidar Ali Khan of Mysore attacked Ikkeri and the last ruler, Queen Virammaji, is alleged to have set fire to the palace before taking to flight.⁷⁸

THE MUGHAL RECORDS

We have a better picture during the Mughal regime. The *Akbarnama* gives a description as to how Emperor Akbar had established a Record Office⁷⁹ in 1574. It is said that in that year the Emperor issued an order that whatever emanated from the court should be recorded so that the officers might have a valuable assistance and the administrative orders might be preserved. It is further believed that the Emperor had established the Record Office on the advice of Abul Fazal who himself made use of the records preserved there for writing his book *Akbarnama*.

The Mughal Record Office was situated close to the Emperor's Palace (*Mahal-i-Khas*) at Fatehpur Sikri. The building set apart for keeping documents was known as the *Daftar Khana*. It had only one room, 28 ft. 6 in. in width by 44 ft. 6 in. in length, and was surrounded by a pillared verandah 18 ft. 5 in. in width.⁸⁰

How much importance was attached by Emperor Akbar to the maintenance of records may be gathered from the following statement⁸¹ in the *Ain-i-Akbari*: "Keeping records is an excellent thing for a government; it is even necessary for every rank of society. Though a trace of this office may have existed in ancient times, its higher objects were but recognised in the present reign. His Majesty has appointed fourteen zealous, experienced and impartial clerks, two of whom do daily duty in rotation, so that the turn of each comes after a fortnight. Some other suitable men are selected as supernumeraries, each of whom is appointed for one day; and if any of the fourteen be detained by an important business, this

additional person acts for him. Hence they are called *kotal* (supernumeraries)".

"Their duty is to write down the orders and the doings of His Majesty and whatever the heads of the departments report ; what His Majesty eats and drinks, when he sleeps, and when he rises ; the etiquette in the state hall ; the time His Majesty spends in the Harem ; when he goes to the general and private assemblies ; the nature of hunting parties ; the slaying of animals ; when he marches and when he halts ; the acts of His Majesty as the spiritual guide of the nation ; vows made to him ; his remarks ; what books he has read out to him ; what alms he bestows ; what presents he makes ; the daily and monthly exercises which he imposes on himself ; appointments to *mançabs* ; contingent of troops ; salaries ; jagirs ; *irmas* money, *sayurghals* (rent free land) ; increase or decrease of taxes ; contracts ; sales ; money transfers ; *peshkash* (tribute receipts) ; despatch ; the issue of orders ; the papers which are signed by His Majesty ; the arrival of reports ; the minutes thereon ; the arrival of courtiers ; their departure ; the fixing of periods (for inspection), inspection of guards ; battles, victories, and peace ; obituaries of well-known persons ; animal fights and the bettings on them, the dying of horses ; capital punishments ; pardons granted by His Majesty ; the proceedings of the general assemblies ; marriages, births ; *chaugan* games, *chaupar*, *nard*, chess, card games, etc ; extraordinary phenomena ; the harvests of the year ; the reports on events."

"After the diary has been corrected by one of His Majesty's servants, it is laid before the emperor, and approved by him. The clerk then makes a copy of each report, signs it, and hands it over to those who require it as a voucher, when it is also signed by the *Parwanchi*, by the *Mir Arz*, and by that person who laid it before His Majesty. The report in this state is called *yaddasht*, or memorandum."

"Besides, there are several copyists who write a good hand and a lucid style. They receive the *yaddasht* when completed, and keep it with themselves, and make a proper abridgment of it. After signing it, they return this instead of the *yaddasht*,

when the abridgment is signed and sealed by the *Waqf'ahnawis* and the *Risalahdar*, the *Mir Arz*, and the *Darogah*. The abridgement thus completed is called *Taliqah* and the writer is called *Taliqahnawis*. The *Taliqah* is then signed, as stated above, and sealed by the ministers of State."

According to Abul Fazal it was Akbar's custom to make himself thoroughly acquainted with the affairs of his empire. "He has appointed clever, honest, incorruptible, experienced writers, and entrusts the *daftar* to impartial officers, who are under his immediate control. The *Daftar*⁸² of the empire is divided into three parts":

1. The *Abwabulmal*, or entries referring to the revenue of the country.
2. *Arbab uttahawil*, this part explains the manner in which the sums of the household have been expended.
3. The *Taujih*, contains all entries referring to the pay of the army.

The Mughal Government, was a "*Kaghazi raj*", that is, government by documents. Its officers had to maintain many books, such as copies of correspondence, nominal rolls, descriptive rolls, history of the services of officers, newsletters and despatches received, as well as accounts in duplicate or triplicate, summary or full⁸³.

Practically all official records (except those of a technical character or containing minute details) had to be sent to the office of the Diwan for his inspection and storage under his control. His was the Public Records Office⁸⁴. The "records that had to reach the Diwan's office were the fund (*tahvils*) records of two groups viz., *Siaha* (daily ledger or account book of receipt and disbursement) and *Awarija* (abstracts). These two heads were subdivided into 23 and 47 sub-groups of record items."⁸⁴

The Mughal Emperors like Shah Jahan and Aurangzeb had issued official hand books or *Dastur-ul-aml*s, which besides other rules and regulations also contained rules for sending official papers to Court, the records that should come to the different diwan's offices,⁸⁵ etc.

A valuable source of information on Mughal administration is a "very rare Persian book, named *Hedayet-ul-Qawa'id* (Manual of Officer's Duties) written by Hedayetullah Bihari (a disciple of Shah Ahmad Munawwar of Munar) in 1715, which was intended to serve as manual of officers, etc."⁸⁶ It "gives minute directions as to how the different officials of the Mughal Government should conduct themselves, what functions they were expected to discharge, what precautions they should take, and what records they should draw up and keep in duplicate."⁸⁷

The provincial Diwans had to send their records to the High Diwan. The instruction was as follows: "Send them to the imperial record office." The details of some of these regulations⁸⁸ of Aurangzeb are available in the Emperor's *farman* to Rasik-das, which laid down: "And at the end of the year they send to the imperial record office the account-books (*tumar* = rent rolls) of the cash collection of revenue according to rule and customs, with their own verification (*tasdiq*) and the *kroris*' acceptance, and the signatures of the *chaudhuris* and *qanungoes*. But they do not send there the records of the land of every *parganah* with description of cultivation and details of the articles forming the autumn and spring harvest."

"Thirteenth—With great insistence gather together the papers of the records at the right time. In the village in which you stay, every day secure from officers the daily accounts of the collection of revenue and cess and prices current, and from the other *parganahs* the daily account of the collection of revenue and cash (*maujudat*) every fortnight, and the balance in the treasuries of *fotahdars* and the *Jam'a wasil baqi* every month, and the *tumar* of the total revenue and the *jama bandi* and the incomes and expenditure of the treasuries of the *fotahdars* season by season. After looking through these papers demand the refunding of whatever has been spent without being accounted for, and then send them to the imperial record office. Do not leave the papers of the spring harvest uncollected up to the autumn harvest."

"Fifteenth—Draw up the *diwani* papers according to the

established rules season by season, affix to them your seal and note of verification, and send them to the imperial record office."

Emperor Aurangzeb's above instructions to Rasik-das are of great importance from the archival point of view.

Besides these Record Offices, the Mughal Emperors had a very elaborate Secretariat or department of letters (*dar-ul-insha*), and the papers of this department that have survived are invaluable to the modern student of Mughal history.⁸⁹ The *dar-ul-insha* contained the *akhbars* or news-bulletins of the Court or Camp of the Emperor, which were sent to the feudatory princes and provincial viceroys by their agents stationed at the Emperor's Court.

The information relating to the creation and management of records as given in the above sources is further supported by an invaluable Persian manuscript called *Khallaq-us-Siyaq*⁹⁰ by Haider Beg. Unfortunately, the above manuscript is not complete, but it provides interesting information on the Mughal system of records administration. It lays down that (i) whatever was copied should be carefully compared with the original; (ii) in every register after all entries relating to a year an index (alphabetical) of personal names should be given; (iii) all registers should be properly paginated; (iv) at the end of each entry some sort of sign should be put so that no one might make any addition or alteration after the entry had been made.

As regards the nature and bulk of records of the Central Record Office the author of the manuscript says, "They are too vast and varied to be described." As regards the administration of records in the provinces, the author adds that the provincial heads (*subadars*) were required to arrange their records at the end of each season or year according to "established custom and usual practice" and send them on to the Central Record Office.

The *subadars* were to maintain the following records:

- (1) Orders received from the centre and replies sent thereto.
- (2) Details of the revenue of *mahal khalsa* under the seals and signatures of *amins*, *qanungoes* and *zamindars*.
- (3) Abstract of income and expenditure with diary under the

seal of *karoris*. (4) Documents of *naibati mahal* on the lines of *parganas* of *khalsa*. (5) Procedure of revenue collection in the *parganas* under the signature of *qanungoes*. (6) All papers relating to *mahal jagirs*. (7) Rules relating to treasuries of *parganas*. (8) Budgets of *parganas* under the signatures of *qanungoes*. (9) List of wells in each *pargana* under the signature of *qanungoes*. (10) Register of rewards and maintenance allowances of *chaudhris*, *qanungoes*, *mutasuddis*, etc. (11) Market rates under the seal of the rate reporters. (12) Accounts of treasury under the seal of *karoris* and *fotahdars* (treasurers). (13) Details of income and expenditure under item of *jizia*. (14) Register of *sayar mahals* under the seals of *amins*, *daroghas*, and *munshifs* with account of income and expenditure and diary. (15) List of papers sent from *parganas* to the revenue office (*dewani*) of the *suba* under the seal of the sender. (16) Details of amounts outstanding against suspended *amils* under the seals of *daroghas* and *munshifs*. (17) List of officers appointed and relieved. (18) Deeds of security of *amils*, each in duplicate, one under the seal of the *qazi* and the other under that of the surety. (19) Details of dues from *naibs*, *amils*, *mansabdars*, *zamindars*, etc. (20) List of *peshkash* from *zamindars*, etc. (21) List of arrears at the end of the year. (22) Copies of accounts of *amils* as submitted to the *subadars*. (23) Petitions and letters of *amils* and others received from *parganas*. (24) Copies of *parwanas* sent to *amils* and others. (25) List of *aima jagirs* with copies of *parwanas* and *farmans*. (26) List of realisations from *aima jagirs* under the seal of the *subadar*. (27) Accounts of the provincial treasury with diary and details of income, expenditure and balance under the seal of *daroghas* and *munshifs*. (28) List of *mansabdars* in the province. (29) Salary bills of *mansabdars*, cash grantees and those paid monthly and daily wages. (30) Register of provincial mint and correspondence relating thereto. (31) Register of *Pandit khana* office.

According to the above manuscript the Central and the Provincial Record Offices were called *Daftar-i-Diwan-i-A'la* and *Daftar-i-Diwan-i-Suba* respectively.

The Mughal system of archives administration continued till the last days of Bahadur Shah as will be found from a few stray references among the records captured in 1857 from the Delhi Fort by the British troops. These⁹¹ refer to *Mohafiz-i-Daftar-i-Maruz* (Keeper of the Records of Letters written) and *Mohafiz-i-Daftar-i-Adalat-Sultani*, Delhi, (Keeper of the Office of the Royal Judicial Records, Delhi).

MARATHA RECORDS

Shivaji committed himself to the policy of conservation of all the Hindu institutions that were still in existence and also to a policy of revival. In forming the Council of Ministers, he was guided by the old Shastras in general and the *Sukranitisara* in particular.⁹² But he was also known to have adopted many principles of Mughal administration. His *Karkhana* or Department was not different from the *Karkhanas* during Firoz Shah Tughlak's administration. The *Daftardar* and *Daftarkhana* of his regime were also of Muslim origin. It seems somewhat strange that Shivaji who, it is said, was keen on reviving systems of administration as laid down in old Shastras, should have adopted the names *Daftarkhana* and *Daftardar* for his Record Office and Keeper of the Records respectively, instead of the ancient terms, *Akshapatala* and *Akshapatalika*.

The Secretariat or the *Huzur Daftar* as called by the Marathas was a very big establishment, employing more than two hundred *karkuns*. Records of all branches of the Peshawas' administration were preserved there with the utmost care and order. The *Daftar* under the Peshwas' covered all accounts rendered to the government of the revenue and expenditure of the districts by the hereditary district officers ; those of villages by the village officers ; of farms, of customs, etc. ; accounts of all alienations of public revenue, whether *Surinjam*, *Inam* or otherwise ; of the pay, rights, and privileges of the government and village officers ; accounts of the strength and pay of troops and the expenses of all civil, military and religious establishments. The *Rozkirds* (daily registers) were registers of all revenue transactions generally, together with all grants and payments, and

more particularly the accounts of all contributions and exactions, levied on foreign states. The whole of these were considered and exhibited in one comprehensive view in the *Turjamas*. It is not a small tribute to the ability of the Maratha officers and the Maratha *Karkuns* that after the English occupation of Poona, tolerably complete documents concerning government transactions of all kinds for a period of eighty-eight years were found there.⁹³

Under the Peshwa, there were eight *Pradhans* or Ministers who had under them, besides their staff, the officers in charge of the eighteen *Karkhanas* and twelve *Mahals*. In the list of the former, occurs the *Daftar Khana*—Record Department.⁹⁴ In the district and provincial governments there were *Daftarkhanas* and the officer in charge was known as *Daftardar*. His duties⁹⁵ were defined during 1764-65 as follows : (1) The day-book should be written by the *Fadnis* and the ledger should be prepared from it by the *Daftardar* ; (2) the annual estimates of receipts and expenditure should be prepared by the *Daftardar* ; the detailed accounts submitted by the *Kamavisdars* at the end of the year should be examined by him with reference to the records ; (3) he should enquire into loans advanced, and their recoveries ; (4) he should examine the accounts relating to the *Sowars* entertained from the *Mahal* ; (5) he should explain every matter to the *Fadnis*, and they both to the officer Vyankatrao Narayan (*Mamlatdar*). Orders to subordinates should not be issued by the *Fadnis* direct, but through the *Daftardar*. During the *Fadnis's* absence his work should be done by the *Daftardar*.

It will be interesting to note that the duties of the *Majmuadar* of Firoz Shahi time are almost identical to those of the *Daftardar* of the Marathas.

CONCLUSION

It will thus be seen that both in the *Jatakas* and in other Buddhist records, there are references to the manner and circumstances in which records were created and maintained for reference. Yuan Chwang also mentions a Record Office, the

Nilapita. The *Arthasastra* and *Sukraniti* give a very clear conception about archival administration and there we come across for the first time the term *Akshapatala*. The epigraphic evidences quoted earlier prove beyond doubt that archives organisations formed part of the Hindu government machinery. Though much information is not available of the Delhi Sultanate, Abdur Razzaq's narrative of Vijayanagar in 1442 and also the existence of the Ikkeri Record Office are instances of continuity of archival administration in this country. The Mughals had a better system of record organisation in the Centre and also in the Provinces. This will be supported by the fact that the then government was known to be a '*Kaghazi raj*', government by documents. The Marathas had a Record Department and their records in the form of *bastas* are still extant and in a well-organised manner.

We come across the terms, *Nilapita*, *Akshapatala*, *Akshapataladhikrita*, *Akshapatalika*, *Mahakshapatalika* and *Olai-Nayagam* in ancient times ; and *Daftar-i-Diwani-A'la*, *Daftar-i-Diwani-Suba*, *Mohafiz-i-Daftar-Maruza* and *Mohafiz-i-Daftar-i-Adalat-Sultani*, and *Daftarkhana* in the medieval days.

The information collected, though stray, has been arranged and pieced together to indicate the line of development from age to age. It may establish a claim that archives organisations existed in this country since ancient times and that they had their regional, provincial and central units. We are not aware of the details of the management, maintenance and preservation of records in the earlier periods. We do not know because the ancient and medieval records were mostly lost, or destroyed as explained earlier. Though we do not have what we would have inherited as a national asset, it is worthwhile to investigate further, on the basis of whatever material is available into the details of archives organisation, maintenance, preservation, and other relevant matters. An attempt has been made in the following pages to collect some information on a few of these items. There is however still ample scope for further investigations on these subjects.

1. *I-tsing's Record*, Trans. J. Taka Kusu, p. 182.
2. *Ancient Sanskrit Literature*, Maxmuller, p. 257.
3. *Ibid.*
4. *Hindu Polity*, K. P. Jayaswal, p. 100.
5. *Jataka*, Vol. II, pp. 252-53.
6. *Hindu Polity*, K. P. Jayaswal, p. 100.
7. *Ibid.*, p. 323.
8. *Ibid.*, p. 327.
9. *Ibid.*, p. 42.
10. *Ibid.*, pp. 91-94.
11. *Ibid.*, pp. 98-99. (Maha-Govinda, *Digha Nikaya*, Vol. XIX. 14 : Pali Text Society's edition, Vol. II, pp. 220-25).
12. *Ibid.*, p. 99. (Rhys Davids, *Dialogues of the Buddha*, Pt. II (*Sacred Books of the Buddhists*, Vol. III), pp. 263-64, n.).
13. *Hindu Polity*, K. P. Jayaswal, pp. 99-100.
14. *Ibid.*
15. *On Yuan Chwang's Travells in India*, Trans. T. Watters, Edt. T. W. Rhys Davids and S. W. Bushell, Vol. II, p. 335.
16. *Ibid.*, Vol. I, p. 36.
17. *Ibid.*, Vol. II, p. 120.
18. *Ibid.*, p. 305.
19. *Ibid.*, Vol. I, p. 154.
20. *Ibid.*
21. *Dictionary of the Sanskrit Language*, Monier-Williams.
22. *Dictionary of the Chinese Language*, R. Morrison.
23. *Ibid.*
24. *Dictionary of the Chinese Buddhist Terms*, W. E. Soothill and L. Hodous.
25. *On Yuan Chwang's Travells in India*, Trans. T. Watters, Edt. T. W. Rhys Davids and S. W. Bushell, Vol. II, p. 352.
26. *Hindu Polity*, K. P. Jayaswal, pp. 3-4.
27. *Kautilya's Arthashastra*, Translation by R. Shamasastri, Book I, Ch. XV, p. 26.
28. *Ibid.*, Book II, Ch. X, pp. 71-75.
29. Monahan states that the first chapter on accounts is headed *Akshapatala gananikyadhikarah* and he does not accept the translation of it by Dr. Shamasastri as 'the business of keeping up accounts in the office of accountants.' He argues that "It appears, however, from details given in this chapter, as well as from references to the *akshapatala* in various land grants, that it served the purpose not only of an accountant's office but also of a general record room. It is laid down that the building should contain books well arranged by departments relating not only to accounts, but also to the history of customs, professions, and

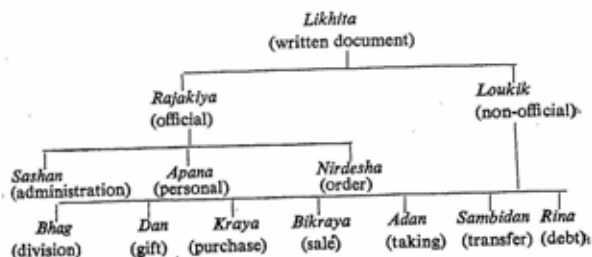
transactions of countries, villages, families, and corporations, titles to possession of land and remission of taxes, and treaties with or ultimata issued to hostile Kings."—*Early History of Bengal*, F. J. Monahan, p. 45.

30. *Ibid.*
31. *Hindu Administrative Institutions*, V. R. Ramachandran Dikshitar, pp. 203-4.
32. *Hindu Polity*, K. P. Jayaswal, p. 4, footnote, 2.
33. *Kautilya's Arthashastra*, Translation by R. Shamasastry, Book II, Ch. VII, pp. 61-62.
34. *Ibid.*, pp. 71-75.
35. *Hindu Administrative Institutions*, V. R. Ramachandran Dikshitar, pp. 205-7.
36. *The Age of Imperial Guptas*, R. D. Banerji, p. 70.
37. *Corpus Inscriptionum Indicarum*, Vol. III, p. 255.
38. *Ibid.*, p. 257.
39. *Ibid.*, p. 257, and note 8.
40. *The Age of Imperial Guptas*, R. D. Banerji, p. 70.
41. *Corpus Inscriptionum Indicarum*, Vol. III, p. 190.
42. *Ibid.*, p. 173.
43. *Ibid.*, p. 190, note 2.
44. *The Age of Imperial Guptas*, R. D. Banerji, p. 87.
45. *Ibid.*, pp. 87-88.
46. *Ibid.*, p. 89.
47. *Indian Antiquary*, Vol. VI, p. 200.
48. *The Struggle for Empire*, R. C. Majumdar, Vol. V, pp. 274, 276-77.
49. *Studies in Cola History and Administration*, K. A. Nilakanta Sastri, pp. 114, 142.
50. *Ibid.*, footnote.
51. *The Colas*, K. A. Nilakanta Sastri, Vol. II, Pt. I, footnote on p. 248.
52. *Ibid.*, pp. 248-50.
53. The *Sukranitisara* was first edited by Gustav Oppert (Madras 1882) and has been translated by B. K. Sarkar in S. B. H. series. Oppert regarded it as an early work belonging to the period of the "Smṛiti and the early epic literature" (preface, p. viii). Others have referred it to the Gupta period (Dr. Syamlal Pandya—*Sukra ki Rajaniti* (in Hindi, Lucknow, 2009 V. S., Ch. IX). On the other hand, modern scholars generally regard it as of a late date (KHDS I, 116). According to Keith, it "is a work of quite late date which mentions the use of gunpowder and is of no value whatever as evidence for early Indian usage or philosophy" (HSL, 464). Dr. U. N. Ghoshal,....regards it as a work of the early medieval period..."** In another context where Dr. Ghoshal has dealt with this topic in greater detail he concluded that "*Sukranitisara* is a comparatively late work which must be assigned (notwithstanding evident interpolations) to a period not later than the thirteenth century."** Prof. Sarkar, although he indirectly suggests that *Sukraniti* is older than *Arthashastra*, (viz., "The *Arthashastra*,

for instance, is more developed than *Sukraniti* in many respects...⁵⁴, is not sure about its date as he says that "Whatever be the date of the actual compilation of the treatise as we have it today, a treatise, say, like the *Sukraniti*, has at least some of its roots deep in the philosophical speculations of the Bharatas and Yatus."⁵⁵ Jayaswal suggests the date of the work between 150 B.C. and⁵⁶ 100 A.C. There is another point for consideration in this context. The "function of the jury" was found defined in the *Sukraniti* as well as in Brihaspati and Narada,⁵⁷ and as the *Arthashastra* is "avowedly based on previous authorities"⁵⁸ and as it begins with a "salutation to Sukra and Brihaspati",⁵⁹ it is not unlikely that the original portion of the *Sukraniti* might be older than the *Arthashastra*. However, Dr. Ghoshal has been followed in this book in determining the date of the *Sukraniti*.

54. *The Struggle for Empire (History and Culture of the Indian People)*, R. C. Majumdar, Vol. V, Notes 9, pp. 284-85.
55. *A History of Indian Political Ideas*, U. N. Ghoshal, Ch. XXVIII, p. 495 and Notes, p. 517.
56. *The Positive Background of Hindu Sociology*, Book I, B.K. Sarkar, p. 276.
57. *Ibid*, p. 155.
58. *Hindu Polity*, K. P. Jayaswal, p. 308, footnote.
59. *Ibid*, p. 325.
60. *Ibid*, p. 4.
61. *Kautilya's Arthashastra*, Translation by R. Shamasastry, p. 1.
62. *The Sukraniti*, Translation by B. K. Sarkar, Ch. IV Sec. V. pp. 198-99, No. 339.
63. *Ibid*, No. 362-63 and notes.

In *Vyavaharas* men attain success if documents are made on good paper, attested with good witnesses, etc., and accompanied with possession. The *likhitas* or documents are enumerated below :



64. *Ibid*, No. 340-42.
65. *Ibid*, No. 343-44.
66. *Ibid*, No. 344-45.
67. *Hindu Administrative Institutions*, V. R. Ramachandran Dikshitar, pp. 141-42.
68. *The Sukraniti*, Translation by B. K. Sarkar, Ch. IV, Sec. V, pp. 189-99, No. 346-57.
69. *Ibid*, No. 358-61.
70. *Administrative System of Delhi Sultanate*, U. N. Day, p. 34.
71. *History of India*, Elliot—Dowson, Vol. III, pp. 356-57.
72. *History of Mediaeval India*, Iswari Prasad, p. 326.
73. *Ibid*, p. 281.
74. *Administrative System of Delhi Sultanate*, U. N. Day, p. 52.
75. *Ibid*, p. 60.
76. *Ibid*, p. 57.
77. *History of India*, Elliot, Vol. IV, pp. 107-8.
78. *The Indian Archives (The Archives of little known kingdom*, B.A. Saletore), Vol. IX, No. 1, January-June 1955, pp. 7-15.
79. *Akbarnama*, Beveridge, Vol. I, p. 31, and notes 1.
80. *Archaeological Survey of India—Mughal Architecture of Fatehpur-Sikri*—New Imperial Series, E. W. Smith, Vol. XVIII, Pt. III, Ch. IX, pp. 41-43.

The term "Daftar khana" is explained below: "For the benefit of readers unacquainted with the East, we may explain in Blochmann's words the origin of the word *daftar*. Chapter XI, Book II, of his translation of the *Ain-i-Akbari* treats of sanads, and we read therein that "the sanad is the voucher which relieves the treasurer of all responsibility and on which people receive payment of their claims. Honest, experienced officers, upon whose forehead the stamp of correctness signs, write the agreement upon loose pages and leaves so that the transaction cannot be forgotten. These loose sheets into which the *sanads* are entered are called *daftar*". Hence a building set apart for recording these documents is known as *Daftar khana*. To this Blochmann adds the following footnote: "English writers of the last century often refer to this system of keeping all documents in loose sheets instead of bound books. The sheets were kept together by a string drawn through them. This custom,...is still in use in Persia and suits eastern countries, the hot and damp climate of which soon destroys the binding of books. *Daftari* means in India a man kept in every office for mending pens, ruling paper and forms, etc." (*Ain-i-Akbari*, Blochmann, Vol. I, pp. 259-60.

81. *Ain-i-Akbari*, Blochmann, Vol. I, pp. 258-59.

82. *Mughal Administration*, J. N. Sarkar, 4th Ed., p. 10.

83. *Ibid*, pp. 27-28.
84. *Ibid*, pp. 29-32.
85. *Ibid*, p. 248.
86. *Ibid*, p. 250-51.
87. *Ibid*,
88. *Ibid*, pp. 197-98.
89. *Ibid*, p. 216.
90. *Khallaq-us-Siyah* by Haider Beg, available in the National Archives of India. On the spine of the mss. "1703, I.R.D." is written. The year corresponds to Aurangzeb's time. The symbol is an abbreviation for Imperial Record Department (now the National Archives of India).
Khallaq-us-Siyah literally means "the Creator of Orderliness". The name of the author is Haidar Beg. According to the author's statement the work was originally composed in 1115 A. H. or 1703 A.D. It cannot, however, be said with certainty whether the manuscript is original or a copy. It is evident from the catchword at the bottom of the last page that some leaves are missing. Had the manuscript been complete the colophon would have shown whether the work was original or not. There is, however, reason to believe that it is a copy. The manuscript contains several words which are wrongly written. These mistakes must be those of the copyist and not of the author. Had the last pages been available, the name of the copyist and the date of copying could probably be traced.
91. *Press List of Mutiny Papers* (I.R. Department), 135, 10-11 August 1857, 172-73 ; 175, 17 August 1857, I ; 18 August 1857, 2-3 ; 22 August 1857, 4.
92. *Administrative System of the Marathas*, S. N. Sen, p. 488.
93. *Ibid*, pp. 267-68.
94. *Ibid*, pp. 59, 494.
95. *Ibid*, pp. 262-63.

Note 1—DISINTEGRATION OF RECORDS

India might have possessed one of the richest collections of records and manuscripts had not the invaders of India included these among their loot. Arab conquerors of Sindh were probably the first to enrich themselves not only with the wealth of India but also with India's literature and manuscripts. Mahmud Gazni followed the example of the Arabs and carried cart-loads of our ancient compilations in order to make Gazni the literary capital of West Asia. Unfortunately, the intellectual wealth was not allowed to survive even there by the fanatic Ghories who are known to have burnt Gazni to ashes sometime after the death of Mahmud. The violent political upheavals also, which invariably followed the closure of each regime, account for the repeated destruction of records in India. Thus at the close of the Mughal era, India was found to be as poor in archival wealth as she was when the Mughals had succeeded the Delhi Sultans. The same trend continued, though in a somewhat polished manner, even when European nations set their foot on the soil of this country. The methods applied by them for securing records were inducement, payment, extortion and lastly force. Records and manuscripts were then not destroyed unless they were burnt down by the owning Indian Princes but were exported abroad. It was not till the rivalry between the European powers in India was over and the British found themselves securely consolidated in this country, that the idea of preventing further disintegration by export or otherwise came to stay. Gradually, concentration took the place of disintegration and the Asiatic Society of Bengal came into being through the enthusiastic efforts of some learned British officials.

The earlier discussions throw some light on the Mughal system of records administration and the care which was bestowed on the government records at the Imperial Record Office and the provincial Record Offices. Even at the level of the parganas, there existed Pargana Record Offices. The Pargana Officers were instructed to keep copies of some records

before transferring them to Subadars or Governors. The Manual of Officers' Duties, referred to earlier, instructed a new *qanungo* thus : "The Emperor's business goes on in reliance on your papers. To your office belong the papers of division (*taqsim*), . . . keep two copies of the records,—one in your house and the other in your office (in charge of your *gumastha*) so that one at least may be saved in case of fire or flood."¹ This system, though intended to promote preservation of records, ultimately led to individual ownership and consequent disintegration.

During the rising of 1857, some of the documents relating to the reign of Bahadur Shah were seized by the British troops when they occupied Delhi in September 1857. Some of these documents are now available in the custody of the National Archives of India.² Some important Mughal records are believed to be in existence in the Jaipur State Archives. After the fall of Seringapatam, the palace of Tipu Sultan was looted³ by the British forces and the Seringapatam Prize Committee distributed on the 3 February 1808, valuable books in India belonging to Tipu to various organizations etc. Among other things, a mass of manuscripts was sent to England.

How some of the richest collections of records and manuscripts of the Mughals found their way into the Rampur and Khuda Bux Libraries is explained as follows : "The most precious manuscripts in India are undoubtedly those of the Mughal Library of Delhi. Thither, through the 16th and 17th centuries, came all rare and fine examples of calligraphy and illumination in the East. Some were purchased, others were executed by artists retained in the Imperial Service, some were secured by conquest (as of Haiderabad and Bijapur in Aurangzib's reign), and many by confiscation of goods of great nobles on their death. Thus was formed the largest library in the East in that period ; for, while Central Asia, Persia and Arabia were torn by incessant war, India enjoyed peace under the Great Mughals. In the 18th century many of these manuscripts found their way to the library of the Nawwabs of Oudh. But the Sepoy Mutiny of 1857 brought about the fall of Delhi

and Lucknow. The Imperial and Nawwabi treasures were disposed of. The Nawwab of Rampur (Rohilkhand), who had joined the English, got the best of the loot, as he had proclaimed among the victorious loyal sepoys that he would pay one rupee for every manuscript brought to him. Khuda Baksh began his collection much later; but there was the greatest rivalry between him and the Nawwab."⁴

Another instance of disposal by sale of a huge mass of manuscripts at Delhi during 1858 is cited below. The Prize Agents at Delhi were selling a vast mass of Oriental works and a collection of rare and valuable manuscripts. The Governor General who wanted that the more important ones should be procured for the government, directed the Secretary, Board of Examiners, Fort William, to go to Delhi and make a selection. The Secretary in his letter dated the 9th September 1858 however wrote "that believing it to be impossible to conduct any examination worthy of the name of so large a number of works as the collection of Delhi contain,.... I recommend that government should buy the whole of the manuscripts and send them to Calcutta." The Governor General⁵ approved of the above suggestions telegraphically. This might explain the transfer to the library of the Board of Examiners of some of the rare documents of the medieval period. But in spite of the interest shown by Lord Canning in the acquisition of the Mughal documents, quite a large number of them were sent across the frontiers of India either through sale or through presentation. This explains why a large number of our rare and unique manuscripts disappeared from India, and now adorns the libraries of European capitals.⁶ To all these may be added the zeal of the European travellers who came to India from the 13th century onwards, and collected manuscripts, antiquities and other literary and art specimens for presentation to their national museums. In the Bodleian, the British Museum and the India Office Library, there are many precious oriental manuscripts which bear the signature of some enthusiastic European travellers such as Kirpatrick, Gladwin, Fitzpatrick, Jonathan Scott, etc.

1. *Mughal Administration*, J. N. Sarkar, 4th Ed., p. 77.
2. These are briefly described in the publication entitled *Press List of Mutiny Papers 1857* (published in 1921).
3. *Centenary Review of the Royal Asiatic Society of Bengal, 1748-1833*, Rajendralala Mitra, p. 24.
4. *Studies in Mughal India*, J. N. Sarkar, p. 280.
5. Home Department, Public, O.C., 17 September, 1858, Nos. 32, 33, 36, 37.
6. *Studies in Mughal India*, J. N. Sarkar, pp. 276-77.

Note II—ANCIENT WRITING MATERIALS OF INDIA

In ancient times, before writing was introduced in India, record of thought or events was kept by memorising. But we come to know of the degree of perfection the art of writing had reached in Kautilya's time by an examination of the procedure of forming royal¹ writs, the qualifications of a writer, the forms of writing and allied matters as laid down in the *Arthashastra*.²

There is a Bengali saying, '*kali kalam mon, lekhe tin jan*,' meaning literally, 'ink, pen and mind, writing is done by these three.' Why ink and pen were personified is difficult to explain, but it is apparent that the material on which the writing is done has been totally ignored here. Is it because this material was cheap and plenty and could be anything from a variety of leaves, clay, stone, rock-wall or metal plate? Though instances of writing on *asvatwa*, plantain and bamboo leaves were known, *bhurja* and *tal* formed the most common and widely used materials for writing. "The use of birch-bark for literary purposes is attested by the earliest classical Sanskrit writers. Kalidasa mentions it in his dramas and epics; Susruta and Varahamihira (cir. 500-550), know it likewise."³

As regards *tal* leaf as a writing material, some references can be collected from travellers' accounts. Yuan Chwang who visited India during 629-645 referred to the Indian use of *palm-leaf* for writing purposes as follows: "We come to (Kongkanapura) To the north of the city is a forest of *Tala* trees about 30 *li* in circuit. The leaves of this tree are long and of a shining appearance. The people of these countries use them for writing on and they are highly valued."⁴

About 1030 Alberuni also saw the use of palm leaf and *bhurja* leaf in the country. His narrative says: "The Hindus have in the south of their country a slender tree like the date and cocoa-nut palms, bearing edible fruits and leaves of the length of one yard, and as broad as three fingers one put beside the other. They call these *tari* (*tala* or *tar* = *Borassus flabelliformis*), and write on them. They bind a book of these leaves

together by a cord on which they are arranged, the cord going through all the leaves by a hole in the middle of each." "In Central and Northern India people use the bark of the *tuz* tree, one kind of which is used as a cover for bows. It is called *bharja*. They take a piece one yard long and as broad as the outstretched fingers of the hand, or somewhat less, and prepare it in various ways. They oil and polish it so as to make it hard and smooth and then they write on it. The proper order of the single leaves is marked by numbers. The whole book is wrapped up in a piece of cloth and fastened between two tablets of the same size. Such a book is called *puthi* (c.f. *pusta*, *pustaka*). Their letters, and whatever else they have to write, they write on the bark⁵ of the *tuz* tree."

Alberuni also saw the school children using a special type of paper for writing. He refers to paper⁶ blackened for being written upon with white colour : "They use black tablets for the children in the schools, and write upon them along the long side, not the broad side, writing with a white material from the left to right. One would think that the author of the following verses had meant the Hindus :

'How many a writer uses paper as black as charcoal,
Whilst his pen writes on it with white colour.
By writing he places a bright day in a dark night,
Weaving like a weaver, but without adding a woof.'

About 1441 Abdur Razzak who saw the use of palm-leaf in Vijayanagar narrates : "These people have two kinds of writing, one upon a leaf of the Hindi nut (cocoa-nut), which is two yards long and two digits broad, on which they scratch with an iron style. These characters present no colour, and endure but for a little while. In the second kind they blacken a white surface, on which they write with a soft stone cut into the shape of a pen, so that the characters are white on a black surface, and are durable. This kind of writing is highly esteemed."⁷

This mode of writing on the leaves of the *tala* or *Borassus flabelliformis* and the cocoa-nut was found by A. Hamilton in Canara and South India. On his visit to Calicut he narrated

as follows : "They make use of no pens, ink, and paper ; write on leaves of flags or reeds that grow in morasses by the side of rivers. They are generally about eighteen inches long and one and a half broad, tapering at both ends, and a small hole at one end for a string to pass through. It is thicker than our royal paper, and very tough. They write with the point of bodkin made for that purpose, holding the leaf athwart their left thumb and over the foremost finger, and what they have to write is indeed, or rather engraven, into the leaf, but it does not pierce the leaf above half way through. And on two or three of these leaves they will write as much as we can on a sheet of small paper. All their records are written so on leaves, and they are strung and rolled up in a scroll, and hung some time in smoke and then locked up in their cabinets. And I have seen some such leaves smoke-dried, that they told me were above 1,000 years old."

Peter Mundy who visited Ikkeri in 1637 gives some details of the Record Room of the Kings of Keladi : "At my beeing att Eccary I was att the King's Secretaries, where in his house I saw many hundreds (I may say thousands) of these written palme leaves, beeing very long and narrow, handsomely rould uppe, those again tied into bundles hung upp in order about his romme or office soe thatt hee may (not improperly) be stiled Master of the Roules."

It is quite interesting to know that even as late as the 19th century, the use of palm leaf and plantain leaf was widespread in the primary stage of education in Bengal. The following is an extract taken from the Report of Mr. Woodrow, Inspector, Eastern Bengal, given in the Education Report of 1859-60 regarding Indigenous Schools :

"....The boys in Bengal still begin their writing at 5 or 6 years of age. They learn to trace on the ground with a short stick the first five letters of the Bengali Alphabet, and on doing these properly they are promoted to the use of palm leaves. Each strip of leaf is about three feet long and two inches wide. Twenty of the strips are purchased for a pice (about a farthing and a quarter). Beginners only write one line on each strip

in letters an inch long. More advanced children write two lines in letters half an inch long. After the use of palm leaves for about a year and a half, the boy is promoted to the use of plantain leaf. Plantain leaves are used for sums which are commenced after one or two years' drilling in the multiplication tables....All the children bring their own pens, inkstands and palm leaves. They make their own ink at home of rice-water and charcoal or charred wood. A piece of cotton cloth is put inside the inkstand to hold the liquid like a sponge. The bamboo pen being pressed on the cloth, takes up a little ink scarcely enough to complete two letters. The incessant replenishing of the pen makes the boys marvellously quick in dipping the pen into the inkstand."

It will thus be seen that birch-bark and palm leaf used to be the principal writing material of India since ancient times up to the 19th century. This does not however necessarily mean that the use of paper was not known to India till that time. On the other hand, paper which was invented in China in 105 A.D. slowly found its way to India and "*paper* was known to Indian priests and laymen in the 7th century A.D. but that it was a rare commodity used perhaps for religious purposes occasionally. Possibly on account of the Chinese contact with India some paper was already introduced into India prior to the visit of I-tsing but its widespread use in large quantities or even its manufacture on Indian soil was not given attention to owing to the system of using the *bhurja* and *palm leaves* for writing purposes so common in those days."¹⁰

Whether imported or made in India, paper was found to be in use in this country in quite early days¹¹ as will appear from the following :

1089.—M. A. Stein records a paper mss. of *Satapath Bramhana* dated 1089.

1180.—R. A. Sastri states that "paper mss. begin with the date 1236 Samvatsara i.e., 1180."

1223.—Buhler recorded the oldest dated paper ms. in Gujarat dated 1223-24.

1231.—G. R. Kaya mentions an early Indian paper ms. written in 1231.

1310.—Gough mentions a paper ms. of *Bhagavata* dated 1310.

1320.—A paper ms. on medicine entitled, *Vangadatta Vaidyaka* by Vangasena is dated Samvat 1376=A.D. 1320.

1323.—The *Avesta Kodex* was copied on paper in Samvat 1379 (1323).

1345-50.—Mohammad Tughlakh introduced paper money in India.

1395.—A Marathi document (a *Vatanpatra* of Govind Honap Deshpande of *Kodhana*) dated 7 December 1395, uses the term *kagad* for paper or document.

1396.—A ms. of *Risabhadeva-Charitra* containing portions written on palm-leaf and *paper* was copied in Samvat 1452, i.e., 1396. It mentions the term *kagad*.

1406.—In the account of Bengal by Mahaun, [sic] the Chinese interpreter to the Chinese embassy who visited Bengal in 1406 refers to the *manufacture of paper in Bengal* from the bark of a tree. This paper, he says, is smooth and glossy like deer's skin.

Though paper was manufactured in Bengal and elsewhere in India before 1406, the Mughal Emperor Babar (1483-1530) praises *Samarkand paper* in his memoirs:¹² "The best *paper* in the world comes from Samarkand. The species of paper called *juaz* comes entirely from Kanegil which is situated on the banks of *Abe-Siah* (Black Water) also called the *Abe-Rahmet* (or Water of Mercy)."

Appreciation of this type of paper cannot be merely academic. It must have been imported for the Emperor's use. We however come across one more instance of manufacture of paper in India. "Akbar introduced the manufacture of paper, and thus created an industry for which Kashmir is now famous in India. From that time the use of birch-bark for the purpose of writing was discontinued, and the method of preparing it had been lost."¹³

It seems necessary to say a few words about paper of Nepal.

In his account of Nepalese paper, B. H. Hodgson says that, "the art of paper-making was got by the Cis-Himalayan Bhoteahs *via* Lhasa from China, a paper of the very same sort being manufactured at Lhasa ; and most of the useful arts of these regions having flowed upon them through Tibet and China ; and not from Hindustan."¹⁴

It is held that the industry was introduced in Nepal somewhere between the 7th and the 9th centuries when Chinese influence on Nepalese culture and civilisation¹⁵ was most pronounced. We are almost in the dark about the early history of the industry. It was found however to be in a thriving condition in the 15th century and had attained a very high degree of excellence as early as the 17th century. The condition of the industry in the 19th century was very encouraging : "The paper of Nepal is very cheap and can be had in large quantities. As ordinarily prepared it is smooth enough to write on and it is from the uncommon toughness of the fibre of the plant which yields the material for making it, as well as from the little injury done to the texture of the fibre in the process of manufacture, as firm and durable as parchment. The manufactured paper of Nepal is, for office records incomparably better than any Indian paper being as strong and durable as leather and almost quite durable to write upon."¹⁶ It is further stated that "the fibre of Nepal paper is so tough that a sheet doubled on itself can scarcely be torn with the fingers. The paper is so pliable, elastic and durable that it does not wear at the folds during twenty years ; whereas English paper, especially, when eight or ten sheets are folded into one packet, does not stand keeping in this state uninjured for more than four or five years.... As to the relative fitness of the Nepal paper for all office and stationery purposes, as well as parcel packing, box papering and every other purpose requiring durability, hardness of fibre, and exemption from the attacks of insects, there cannot,.... be a moment's doubt, that the Nepal paper is *an incomparably superior article not only to Indian but to any other known paper*."¹⁷

From the foregoing discussions, it can be inferred that paper migrated from China to India in ancient times by two different

routes, one *via* Muslim countries in the middle east through the North-West frontier and the other across the Himalayan ranges *via* Lhasa and Nepal.

It is a well-known fact that the introduction of paper did not necessitate the disappearance of the palm leaf or birch-bark from the field of writing. So the existence of a leaf manuscript at a certain date does not preclude the possibility of paper remaining in use at that time or before that date. Although, therefore, we come to know of the use of *bhurjapatra* and palm leaf in 320-300 B. C. as laid down in the *Arthashastra*, it does not preclude the possibility of the existence of paper prior to this era.

The receipt traced for ink manufacture in India belonged to the 13th century. There was, however, a close affinity between the receipts for hair-dyes and ink-manufacture. Texts revealing hair-dyes dated cir. 2nd century and those for the ink-manufacture dated 13th century. Out of more than 40 ingredients of hair-dyes receipts about 10 ingredients are found in the receipts for ink-manufacture. A number of formulae, herbal or metallic, for the preparation of ink were available.¹⁸

Ink used on *bhurjapatra*, *talpatra* and paper differed. Generally, a special type of charcoal, lamp-black and a quantity of glue to give ink the strength of adhesion were used. "Various substances are used by the Natives of India in making INK, the usual process being to mix some astringent principle such as galls or myrobulans with one of the iron salts or oxides. The charcoal of rice with lac and gum arabic is, however, employed in Madras, and the Muhammadans generally prepare the ink they use from lamp-black, gum arabic, and the juice of aloe."¹⁹

There was a specially prepared ink for use on birch-bark. "The preparation of the ink which was used for Bhurja Mss. is known. It was made by converting almonds into charcoal and boiling the coal obtained with *gomutra* (urine bovis); this ink is not affected by damp or water."²⁰

Pens commonly used were made from some kind of hollow reed and fine bamboo twig. Iron bodkin was used for incised writing generally on palm-leaf.

During the Mughal period record-making developed into an art. "The very papers on which the manuscripts are written are of such varied description and represent so many countries and periods of paper making art, that a special treatise may be written on them. The finest and most numerous specimens of Persian penmanship are to be found here [Khuda Bakhsh Library, Patna] of any country in Asia."²¹ With the consolidation of Mughal administration, not only improvements were made on writing materials but the lost art of artistic and decorative writing, illumination of paper with gold, silver and brilliant pigments was revived and reinforced with the advent of new ideas from abroad. Any way, a detailed investigation on the origin, growth and development of Indian writing materials and the various styles of writings is a desideratum.

1. *The Arthashastra*, Trans. R. Shamasastri, Ch. X, Bk. II.
2. *Ibid*, p. 108.
3. *Dictionary of the Economic Products of India*, G. Watt, Vol. I, pp. 452-53.
4. *Life of Hsuen Tsiang*, Trubner, p. 146.
5. *Alberuni's India*, E. C. Sachau, Vol. I, p. 171.
6. *Ibid*, p. 182.
7. *History of India*, H. M. Elliot and J. Dowson, Vol. IV, pp. 107-8.
8. *Pinkerton's Collection of Voyages*, Vol. VIII, p. 410.
9. *Travels in Europe and Asia*, Peter Mundi, Vol. III, pp. 98-99.
10. *Paper Making*, K. B. Joshi, (*Migration of Paper from China to India* by P. K. Gode), Appendix E, p. 203.
11. *Ibid*, p. 206-7.
12. *Erskine*, 1826, p. 52.
13. *Dictionary of Economic Products of India*, G. Watt, Vol. I, pp. 452-53.
14. *B. C. Law Commemoration Vol. Pt. I (The Daphne Papers of Nepal*, A. F. M. Abdul Ali), p. 378.
15. *Ibid*, p. 379.
16. *Ibid*.
17. *Ibid*, pp. 379-80.
18. *Bharatiya Vidya*, Vol. XI, No. 3 and 4, pp. 40-47.
19. *Dictionary of Economic Products of India*, G. Watt, Vol. IV pp. 469-70.
20. *Ibid*, pp. 452-53 ; *Journal, Bombay Branch, Royal Asiatic Society*, Vol. XII, No. XXXIV A.
21. *Studies in Mughal India*, J. N. Sarkar, p. 278.

No critical study of origin, growth and development of official archives in India appears to have been attempted in the past. As no two countries are identical, Indian archives has a life-history of its own, peculiar to this country. The story seems to be most interesting.



CREATION OF ARCHIVES

Even a casual survey of the various records repositories of the States and the Central Government in modern India would reveal that the bulk of records in the possession of the above archives are those which were created by the British administration in India. A fraction of the records in some of these depositories was created by some other European powers like the French, the Dutch and the Danes who had also established their trade centres in this country. But the Dutch and the Danish companies could not survive long, while the various attempts made by the French during the 17th and up to the middle of the 18th centuries to replace the British in India only ended in the establishment of their government over a few places such as Mahe, Pondicherry and Chandernagore. It was only recently that the administration of these enclaves was passed on by the French to the Republic of India. Another European power which had also attempted to establish its sway over India was the Portuguese. The Portuguese were the first European nation to have come to our country as early as 1498. But even the Portuguese could not extend their control beyond a few coastal places like Diu, Daman and Goa, from which they have been recently removed.

The study of modern records in India is, therefore, necessarily restricted to the records created by the English East India Company and later by the Representative of the British Crown in India. Of all the East India companies established by England, Holland¹, France, Denmark, Scotland, Spain, Austria and Sweden, only the English company survived to establish a political control over India. It may not, therefore, be out of place to go into the history of this Company in a little more detail.

The old Turkey Company, founded in 1581, had been granted permission in 1593 to trade overland as far as the East Indies and was renamed the Levant Company, but the difficulties of this trade route were such that little good came of it. Two

ent members of the Company came forward with a
 of other merchants and raised a subscription for a
 to India by way of the Cape. On the 24 September
 hey met together, subscribed a sum of £30,133-3-8 and
 to Elizabeth for a charter. But in view of the political
 is with Spain, the government were not inclined to accept
 ehants' petition. The members met again in September
 ad doubled the former subscription raising it to £68,373,
 archased a ship. Queen Elizabeth incorporated the
 ny by Royal Charter, dated the 31 December 1600,
 the title "The Governor and Company of Merchants
 adon trading into the East Indies." There were 125
 olders in the original East India Company with a capital
 ,000. After 1612, voyages were conducted on the joint
 system for the benefit of the whole Company. These
 oyages, narratives of which might be read in Purchas,
 the Company to establish friendly relations with the
 of the Great Moghal. In 1657, Cromwell renewed the
 providing that the Indian trade should be in the hands
 ngle joint stock company. The Company thus formed
 t up the factories, forts and privileges of the old one.
 ; II granted it five charters—with right to acquire
 y, coin money, command fortresses and troops, form
 es, make war and peace and exercise both civil and
 ul jurisdiction. It was by virtue of these charters
 e political power of the East India Company began in

ough the English Company consolidated its power
 ublished an organised government, its early records are
 ilable. "The most ancient Record relating to the British
 : in the East, is a letter dated 26th July 1630, preserved
 archives of the Bombay Record Office. The most ancient
 ent in the Madras Record Office is a letter dated 1670."²
 urliest record in Madras however is dated 1639. Still
 eords are available in the West Bengal Record Office,
 rds of the Mayor's Court for the period 1624-1828,
 vernacular.³ But the English records in Bengal are

available only from 1758 ; the earlier records of the Company do not exist. As to the absence of records in Madras and Bengal we get but scanty information. Wheeler said that "There are no records at Madras before 1670."⁴ About Bengal records, Wheeler wrote that early records "had been destroyed in the great storm of 1737, or were lost at the capture⁵ of Calcutta in 1756 by the Nawab of Bengal." "None of the early records have been preserved at Calcutta. They were all destroyed in 1756, when Calcutta was captured by the ruling Nawab. Duplicates have doubtless been preserved in the India Office, but have never been rendered available."⁶ But these contentions do not appear to be accurate, according to Rev. Long's researches. He wrote that "All the records were not destroyed in the capture of Calcutta, for the Nawab returned some of the later ones ; the Court promised to send out copies to supply what was destroyed."⁷ Rev. Long's statement was based on the following document from the Court of Directors : "You have desired copies to be sent to you of a great number of books and papers, as you advise us all those at Fort William were destroyed on the capture of that place by the Nabob. We give directions accordingly, and you will receive copies of all such as are apprehended to be material and necessary by the latter ship. But we having reasons to believe that some of the books and papers of the latest dates have been returned to you by the order of the Nabob, you ought to have sent a list of such to us, which would have been the means of saving much trouble."⁸

The Court did send copies of records ; Wheeler must have overlooked this fact. The Court's letter states as follows : "As on the late capture of Fort William all your books and papers are said to be lost and destroyed, and in consequence you must be at a loss in many respects for rules of conduct and proper informations, we now send you copies of our letters for several years past, and previous to them, standing orders. You will also receive many copies of your own books ; such as consultations, general books, and indeed whatever you have desired, we have thought necessary, and could be got ready,

for the particulars of which you are referred to the lists of the packets."⁹

Wheeler, however, indicated the existence in Madras of some old records of Bengal. "The old records of the commercial period, which were wanting in Calcutta, have been preserved¹⁰ in Madras." The records of the (Surman's) Embassy were also preserved at Madras though they ought to have been in Calcutta. "Copies of the letters received by the Governor of Calcutta from the envoys at Delhi have been preserved at Madras."¹¹ How these went to Madras is a mystery.

It will be interesting to note that the British Company's system of administration was based on the pattern of the Dutch East India Company. "Our design in the whole", wrote the Court in 1687, "is to set up the Dutch Government among the English in India (than which a better cannot be invented) for the good of posterity and to put us upon an equal foot of power with them to defend or offend or enlarge the English dominion, and unite the strength of our nation under one entire and absolute command subject to us as we are and ever shall be most dutiful to our sovereign, with this distinction that we shall always observe our own English terms viz., Attorney General instead of Fiscal....President and Agent instead of Commandore, Directore, or Commissaries."¹²

Though Surat was for many years the principal seat of the English Company in India, Fort St. George later on grew in importance and gradually became the nerve centre of the Company's activities in the East, and it was at this Presidency that the first principles of regular administration took their shape. Our study of records creation is inevitably linked up with these rules of administration.

According to Streynsham Master, the system of transacting business in Madras under Sir William Langhorne was very unsatisfactory; and as soon as Master became Governor, he set to work to draw up rules for the Secretary's guidance. According to new rules, the Secretary was to summon the Council every Monday and Thursday morning at 8 O'clock; to enter all consultations in the book 'appointed' for the

purpose ; to keep a 'diary of all other concurrences and observations' ; to take care that two copy-books of the letters received and sent 'be duly and fairly wrote by the factors and writers appointed therein' ; and to have 'marginal noats' and 'alhabatts' made both to the consultations and letter-books.¹³

Similar instructions were issued to various Factories of the Company in Bengal. Most important of those were that "The Copys of all Generall letters from one Subordinate Factory to another shall be sent to Hugly to be entered in the copy books to be kept there and sent for England and the Fort, and in writing of letters it is to be observed to mention the day upon which the letters are recorded."¹⁴ "The letters from the Hon'ble Company and alsoe the letters from the Agent and Councell shall (as soone as they can be copied) be sent to all the Factorys for their perusall and better understanding the companys business, and the said letters, with all other writings received from and sent into England and the Fort, shall be copied into bookes and kept in the Registers at Hugly."¹⁵

Further, under the guidance of Streynsham Master, accommodation for Factory staff was arranged, office rooms organised, furniture provided, and a system of keeping registers introduced. For "Every one of the Subordinate Factorys there shall be a handsome convenient roome, large, light and well scituated, near the Chief and the Seconds lodgings, which shall be set apart from the office, and never diverted from that use, in which roome shall be placed desks or tables to write upon, and presses with locks and keys, wherein the Registers of the letters, the Accompts, and all other writiengs of the Factory shall be locked up and kept, which, upon, the Remove of the Chief, are to be delivered over as a Roll or List to the Succeeding Chief, that none may be imbezled. And at Hugly the said lists are to be kept by the second in the Accomptants Office and by the Secretary in the Secretarys Office."¹⁶ The same instructions regarding an office room were repeated by Master on another occasion : "a convenient roome be set apart for an office for writing business, in which the books and papers are to be carefully layd up in presses made for that purpose ;

and the said roome is never to be diverted to any other use."¹⁷

Loose leaves of writing were likely to go astray owing to the negligence of the servants. To prevent this, a regulation was introduced for binding the manuscript volumes. This regulation, which is both interesting and important, says : "many of the account books had no covers, and were kept in a condition unworthy of those to whom they belonged." He accordingly gave orders that these books should "be all bound up handsomely and covered with leather and distinctly indorsed." This last regulation was doubtless intended as much to prevent the abstraction of loose leaves by unworthy servants for personal ends as to enhance the grandeur of the Company."¹⁸

These instructions must have been based on experience but they did not mend matters. This will be clear from another example as to how an extremely valuable document was on the point of being permanently lost due to the negligence of the servants. A letter from the Court of Directors dated the 11 February 1756 severely warned the administrators in India. It runs as follows : "An original letter from the chief and others at Patna, and a leaf torn out of the original Diary¹⁹ of Mr. Surman's Embassy to the Great Mogul were picked up in a public necessary house which the Writers make use of, and are now in our hands, where, we are informed, many fragments of papers of great importance have likewise been seen. We can not avoid taking this notice that you may prevent such idle mischief in future."²⁰

In their letter dated the 25 March 1757 (para 117), the Court instructed that writing was to be in full, plain and round hand. The instructions were as follows : "Your writing business has been better executed in several books and papers received this season than for more time past, and fewer mistakes have appeared in the Bills of Exchange. But there is still great room for amendment in both ; and we particularly desire you will recommend the writing the general books and consultations, general letters, and all other books and papers of consequence,

in plain, full round hands like what is practised here, and at Fort St. George, and Bombay, and not in the same loose hand which is too generally used at your Presidency."²¹

Exactly after a year the Court had again to criticise severely the defective manner of writing the records. On the 3 March 1758, the Court wrote as follows: "The Secretary's office has in like manner been very badly managed. Your consultations for these several years past wrote in such a vile manner as not to be legible in many places. Indexes often omitted; the Registers, as already noticed, either not punctually kept up or transmitted us; in short, the business in every branch at your settlement has been conducted in such a loose and negligent manner as to reflect shame on those in trust with our affairs."²² Having thus pointed out the defects in the administration and also in the manner of creation records, the Court went on to say that "you, our Governor and Council must set the example of order, method and application. The junior servants shall be taught obedience and kept strictly to their duty; the negligent admonished, and where admonition fails, suspend them the service till our pleasure is known."²³ It is not known if this threat of dismissal from the service created any better atmosphere. The Court, however, was satisfied with the management of business in Madras. It said, "The Madras methods of indexing their consultations is so plain and intelligent, that we direct you to put the same in practice."²⁴ It will appear, therefore, from the foregoing notes that all archival activities were carried on better in Madras than in any other centre.

During 1757-58, bad hand-writing, wrong spelling, copying done in a hurry, borrowing documents for copying which were "sometimes never returned,"²⁵⁻²⁶ and unsatisfactory indexing of records were taken exception to by the Court of Directors; but it is not readily known as to what improvements were actually made in the system of creation of records.

After about thirty years, some orders and regulations were again adopted to ensure proper making of records, indexing and preservation. Office Order of the Public Department

dated the 24 October 1787 says : "The following Orders and Regulations passed by the Board are to be strictly attended to in the office."

* * * * *

"That the Head Assistant in each Department do make abstracts, and Indexes of the Proceedings in it, and prescribe the Papers and Consultations to be copied, keeping a Register Book of the names of the Gentlemen to whom he gives them."

"That every Paper and Proceedings shall be examined as soon as copied fair and signed by one of the Examiners with his name written at full length at the close of it."

"That all Consultations after having been examined, as well as after having been signed, be lodged in Paper Presses and not taken therefrom but by the Secretary, Assistant Secretary or Head Assistant."²⁷

In 1796, a Resolution was adopted regarding the conduct of business in the Secretariat. It laid down : "That the business of the Secretary's office may be carried on according to established and known Rules, the Governor General in Council directs that the Secretary keep a Book of Standing Regulations for each Department entering in it each rules as he may occasionally deem it necessary to adopt for the conduct of the business." This led to the framing of a set of rules. These contain important information concerning the topic under discussion. The relevant items are summarised below.

Rules for the Conduct of Business in the Office of the Secretary in the Public Department²⁸

1. All papers are to be recorded in the Public Department, and are to be shown first to the Secretary.
2. The Board should meet on Mondays and Fridays. The papers in the Public Department are always to be read on Mondays after the papers in other Departments have been read. Papers may be read on Fridays also if the business of other Departments permits.
3. All the papers to be read are to be placed before the Secretary the previous morning with all letters and docu-

ments for reference so as to enable both the Secretary and Sub-Secretary to furnish any information required by the Board. The Secretary or Sub-Secretary is to minute the Resolution of the Board when necessary.

4. The Sub-Secretary is to draw up Resolutions in conformity to the Minutes and to obtain approval of the Secretary, to order despatch of the letters, etc. The Register will be responsible for the conveyance of the letters etc. with enclosures, etc.
5. The Sub-Secretary is to transmit to the Secretary orders passed in each meeting along with the General Letters to the subject of each order to be mentioned in the General Letter to Court. If immediate decision is required on any matter between the meetings or while the Board are sitting, the matter should be brought to the Council room for orders.
6. When all the orders of each meeting are issued, the Sub-Secretary is to draft the paragraphs for the next General Letter. Where subjects are not closed in the day's Proceedings, and cannot be reported to the Court of Directors, the drafting of the paragraphs is to be suspended until a future proceeding. The paragraphs so drafted are to be approved by the Secretary. The Sub-Secretary should then order them to be copied fair under proper head and to send to the Register the body of the Proceedings, letters recorded on it with his initials endorsed on the body to denote that all orders have been issued, and paragraphs for General Letters drafted. The Register is then to see that the Proceedings have been transcribed into fair copies.
7. Every other Friday, paragraphs are to be drafted for being placed before the Board for approval.
8. On receipt of Letters from the Court of Directors, the orders of the Board are to be obtained and entered on the Proceedings. Answers are to be drafted as per rules referred to above.

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9. The date of receipt and despatch of all letters from and to Court of Directors are to be recorded on the Proceedings.

Examiners

10. All letters that are to be signed by Members of Government or by the Secretary or Sub-Secretary are to be attested by the Examiners.
11. All blanks and errors are to be pointed out by the Examiners. All blanks left for names, dates or other purposes are to be filled in by them.

General Letters

12. European General Letters to and from the Public Department are to be bound up in order of their dates in volumes of about 800 pages each including index. The Letters to Europe and those received from thence in each branch of Departments as Commercial, Public, Opium, Salt, etc. are to be bound separately. General Letters to and from Residency of Fort Marlbro, China and Prince of Walse Island are to be bound accordingly.

Circulation of Papers

13. All papers ordered to be circulated for signature, approval or perusal of the Members of Government are to be sent to the Register.
14. The papers are to be put into a leather case with a list specifying the Members of the Government to whom the papers are to go and also the purpose for which they are circulated, whether the papers were intended for perusal or for approval. The date of circulation is to be mentioned on the list.
15. Each letter with enclosure is to be bound with tape.
16. In case any paper is retained by a Member, the fact is to be recorded in the list before it is returned.
17. The leather cases are not to remain in possession of Peons at any stage.

Endorsing of Letters

18. In addition to the year of record, the name of Department, date of the letter and the date of receipt, the Endorser is to specify in the back of each letter, the subject, number of enclosures and the order in which they are to be read.
19. No paper is to be sent out for circulation to Members unless properly endorsed.

Sectioners and Section Writing

20. The Secretary is to hold written tests and retain specimens of handwriting of Sectioners before appointment. Any deviation from specimen copy and actual section writing may result in removal from service.
21. Sectioners are not to be employed in examining, copying drafts of letters or any current business.
22. Every page of the Sections of Consultations is to contain twenty-two lines inclusive of head and catchword. Wide writing and unnecessary extension of the address and conclusion of letters will subject a writer to a deduction from his bills.

Capital Letters

23. Capital Letters are not to be used excepting in the commencement of sentences and for the initials of proper names and the names of places.

On the 3 February 1812, Barlow, Secretary to the Government, made the following important remarks in the Office Order Book concerning the creation of records: "...I have only seen one General Letter Draft and that not distinguished by a number or the Letters to which it refers not mentioned by their designation of Number but by date; If I am not mistaken every year should have its own series of numbers and references should be made to that and not to the date the letter bears...."²⁹

Apparently, Barlow's valuable guidance went unheeded. In 1830, Lord Ellenborough had to issue fresh instructions and

orders on the same subject but on a more wider and clearer scale. His Excellency objected to the inordinate length of the letters, diverse subjects being dealt with in one single letter, letters not being classified into different series and those not being numbered. His Excellency's orders were as follows : "In 1830 Lord Ellenborough, President of the Board of Control, directed that each Department should send general letters every quarter along with explanatory enclosures and that instead of a long letter, particular subjects admitting of distinct treatment should be dealt with in separate quarterly letters. The Directors were to observe the same rule and it was also ordered that each series of letters should be numbered."³⁰

The same year, another important development took place. A set of rules was framed for making of records. It is clear that the authorities were experiencing difficulties due to badly formed or badly created records and were anxious to improve upon the old system. The Finance Committee of the Government submitted a report to the Governor-General in Council suggesting remedies to eradicate various evils, and extracts are given below :

"It may be proper to observe that by the adoption of the rules now submitted, estimating the operation of such of them as are not reducible to measurement by the actual result in the proceedings for the year 1828, we find that the records of the Madras Government would be comprised within One third of their present space ; and instead of being deficient in any material respect, they certainly would be referred to with more ease and satisfaction, when stripped of the lumber with which their useful contents are at present overlaid, and when not spread over a wasteful space."³¹ The Committee was not at all satisfied with the manner in which the space in the paper was utilised and the subject matter included. On the question of space it opined that "Even in the mode of copying the volumes, there seems to be much room for improvement. They are copied at present with an interior and exterior margin of about an inch each for binding ; and with a further margin of about two inches on the left side of the Page for marginal

notes, there is also a blank space and at the top and bottom of the page which together amounts to three inches ; thus of the whole superficies of the page containing about 160 square inches, less than 80 at the most are filled with writing, the rest of the space remaining blank. Among the rules now proposed is one calculated to effect a more neat and compact style of writing ; by it nearly 120 spare inches would be left for writing."³²

The next question was about the exclusion of unimportant matters from the copy. Although the Court of Directors had already "expressed their disinclination to give up to their Government in India, the power of choosing what part of the record they shall furnish and what they may keep back," the Committee thought that "a vast mass of matter relating to Minute details is needlessly included in these volumes,"³³ and recommended that "it would be attended with advantage if the Honorable Court were pleased to cause the Volumes sent home of the Proceedings of the several Governments and of their subordinate Boards, to be examined with a view to ascertain whether a variety of papers relating to matters of detail and of mere routine, where little discretion is left to the Authorities in India, and in regard to which these at Home can exercise no real control, now contained in them, might not, without diminishing it's utility, be excluded from the copy of the records prepared for their information ; and to define the Class of documents they may deem it proper to require, should be included therein."³⁴

A brief summary of the revised rules is given below as these are invaluable from the archival point of view.

**Revised Rules³⁵ to be observed in making up the
Record of the Proceedings of the several Govern-
ments**

1. No paper should be entered more than once in the same record ; but on subsequent occasions only a reference to the first entry, wherever it recurs, should be added with a note of date, number and subject.

2. Papers already recorded in England or in India in the Presidencies should not be transcribed again for transmission to England ; reference should merely be made to the former record.
3. Papers which appear on the record of the lower Boards and which are sent to the Court of Directors should not be transcribed by the Government, excepting those addressed to the Government. The correspondence between the inferior Boards and their subordinate offices or others, should not be transcribed for submission to the Government but the Board should pass on the original letters to the Government with their own letter and the Government having recorded only the address and the subject should return those original letters to form part of the record of the Board concerned.
4. Periodical statements or reports intended to keep the controlling authorities acquainted with the state of affairs should not be copied, but deposited for reference. Invoices and returns of military stores, statements of receipts and disbursements forming enclosures to public letters, should not be copied but an abstract retained.
5. The sanction of the Government on bills, audits and indents, allowances, etc., should be recorded on the face of the bills, etc., itself and no separate letter should be issued to convey the sanction.
6. Letters of form, or of periodical occurrences or of a trivial nature should merely be noted as having been received or sent, but should not be recorded.
7. Set forms of letters to be lithographed and used in all practicable cases ; such letters should not be transcribed but only noticed in the Proceedings.
8. Discretion should be exercised in recording at full length voluminous papers of little value or interest, and on which no measures may be taken.
9. In the address of letters, the names of individual officers should not be given, the official designation of the

authority addressed should only be inserted. In the cases of short letters, no subjects or abstract of the letters should be given.

10. In copying the sections of the Proceedings on what is called consultation paper, a margin for binding of not more than half an inch on each side, and a blank space at the top and bottom of the page not exceeding two inches should be left, the whole of the remaining area of the page being filled with the text. When there is any marginal note to be entered, it will necessarily encroach on the space usually occupied by the text, but no blank space should otherwise be reserved for marginal notes.
11. Writers who are not employed on a monthly salary, should not be paid by the page but by the work, and the number of words should be noted at the bottom of each page.

The revised rules submitted by the Committee were approved by the Governor-General in Council and circulated to various agencies for guidance. The Resolution was as follows : "The Governor-General in Council having been pleased to adopt the suggestions contained in the foregoing Extract from the Report of the Finance Committee, Ordered that copies of the Extract and Appendix No. I, comprising the Revised Rules, be recorded in the several Departments for the information and guidance of the Secretaries in making up the record of Proceedings."

"Also that necessary communication be made from this Department to the Government of Fort St. George and Bombay."²⁴

The above rules were undoubtedly an excellent guide to workers. One of the taxing problems of archives today is how to control or check the growth of records. It would be quite interesting to note that the administrators of the East India Company had to tackle the same problem 130 years ago. The rules summarised above not only regulated the mode of creation of records but also determined the manner in which economy

in space could be effected and the growth of unwanted and avoidable records checked.

It will be quite interesting to note that immediately after the creation of a document, say by the Council in India, it passed through the hands of several groups of workers known as Preparer of Collections, Preparers of Abstracts and Body-Sheets, and also Writers for making copies either for use in India or for despatch to England. As soon as the document grew into a family consisting of the Originals, Abstracts, Proceedings, Body-Sheets, etc., the whole family moved to the hands of the Endorsers who labelled a certificate of genuineness of their origin and growth. Then the papers were indexed by the staff called Indexers. Thereafter, as it seems, they were divided into groups and the Diary and Despatches of Letters were made over to the Keeper for custody and the rest to the Record and Stationery Keeper for the same purpose. Thus under two Keepers separate classes of records continued to be kept.

The names and designations of some members of the staff of the Bengal Government employed³⁷ in the above jobs in 1843 are given below :

<i>Name</i>	<i>Post</i>	<i>Pay</i>
C. P. Charter	Endorser, Record & Stationery Keeper	250/-
P. Collie	Indexer	200/-
G. Gill	Preparer of Collections	200/-
Moodoosooden Ghose	Assistant	62/11/2
Kissen Mohan Mullick	Indexer	175/-
R. Bathue	Preparer of Abstracts and Body-Sheets	175/-
J. H. Cockburn	Assistant—Home Correspondence	130/-
C. A. B. Grey	Keeper of Diary and Despatches of Letters	100/-

Name	Post	Pay
Ramchunder Mookerjee Gangachurn Mittre Cossinauth Ghose Mooktaram Chatterjee	Section Writer	Paid @ 750 words per Rupee with Batta @ 4/8 per cent.
Anandachunder Chatterjee Moheshchunder Ghose Omeshchunder Bose Kallecowmer Ghose Kistochundar Dutt		@ 750 words per Company's rupee.
Bissonath Dey Premcheund Byseck		@ 1440 words per Rupee.
Omachund Das	Pundit	@ 1440 words per Rupee.

In 1833, the British Parliament had passed the Charter Act which introduced vital changes in the administration of the East India Company. Of the above Act, Section cxi reads "That wherever in this Act, or in any other Act hereinafter to be passed, the *Term East India Company* is or shall be held to apply to the United Company of Merchants of *England* trading to the *East Indies*, and that the United Company of Merchants of *England* trading to the *East Indies* may, in all suits, proceedings, and transactions whatever after passing this Act, be called by the name of the *East India Company*."³⁸ According to Section xxx of the same Act all correspondence of the Court with its subordinates in the east were checked, corrected or withheld by the Board. The Act further laid down: "That no Orders, Instructions, Dispatches, Official Letters or Communications, whatever relating to the Said Territories or the Government thereof, or to the Property or Rights vested in the Said Company in Trust as aforesaid, or to any public Matters whatever, shall be at any Time sent or given by the Said Court of Directors or any Committee of the said Directors until the same shall have been submitted for Consideration of and approved by the said Board."³⁹ Thus the above Act not only

put a check on the activities of the Company by setting up the Board but also defined the mode or manner in which certain records should be created as per section XLIX of the same Act which reads : "the Governor General and Members of Council are hereby directed to exchange with and communicate to each other in Writing under their respective Hands, to be recorded at large on their Secret Consultations, the Grounds and Reasons of their respective Opinions....."⁴⁰

Thus so far as the mode of creation of records is concerned, Section XLIX appears to be the most important part of the Charter Act of 1833. The directions were sufficiently clear. The Governor General and the members of the Council were to exchange views in writing in their own hands. This is perhaps the origin of the "notes" portion of the modern file system in India.

In this context, a recapitulation of the present system of maintaining files will not be out of place. Now-a-days, a record or a file usually comprises of three parts. The first part is called *Notes*, the second, the *Correspondence*, and the third one, *Routine Papers*. As soon as a letter or a report is received it is included in the second part and a discussion is held on it *in writing* among a group of officers. The collection of papers containing the discussions is termed *Notes* and forms the first part of the whole file. As soon as a decision is arrived at, which is recorded in the first part, a draft communication is made ready for final consideration. After approval by the appropriate authority, fair copies are made and issued. The draft, after issue of the final communication, is embodied in the second part of the file. The third part contains reference materials for both the former parts. When action on the file is complete, it is recorded and stitched, and a life-certificate or a death-sentence is indicated on the cover, e.g. "Keep" or "Destroy." etc. Thereafter, the file is sent to the Record Room of the office concerned and, if of permanent value, it is lodged in the Central Record Office of the Government.

Thus with the passage of time, records of the Company not only grew in bulk but they also changed in character and

form. For example, during the 17th century when the English Factories were established in India, factory series of records were created. Thereafter, gradually, with the farming out of Company's lands, revenue and judicial series were created. With the acquisition of political powers, the Company's administration started creating records of a political nature along with those relating to its military, trade and commerce aspects.

The East India Company's government was replaced by that of the British Crown. This transition from a commercial concern to a sovereign power had a great bearing on the nature of the latter's records, which unlike any other government records had comprised of two different categories viz. business archives and imperial archives, while their counterparts now lodged in the Commonwealth Relations Office contain a third category which we may call colonial archives. The records of the Company and Crown periods in India can be divided into the following broad categories :

- | | | |
|---|-----------|---------------------------------------|
| 1. The Governor and Company of Merchants of London trading into the East Indies | 1600—1698 | } Business Archives |
| 2. London East India Company | 1698—1701 | |
| 3. The English Company trading to the East Indies | | |
| 4. Rotation Government | | |
| 5. The United Company of Merchants of England trading in the East Indies | 1711—1833 | |
| 6. East India Company under the Crown | 1834—1857 | Business and official, mixed Archives |
| 7. The Government of India under the Crown | 1858—1947 | Official Archives |

It will thus appear that for about 233 years the official records in India were *business* archives ; for about a quarter of a century, they were combined *business* and *official* archives ; and for about 100 years, they have been *official* archives. Perhaps, in no other country of the world such a peculiar assemblage ever occurred in the formation of a body of records.

1. The Dutch East India Company was a body founded by a charter from the Netherlands States-general on the 20 March 1602. It had a double purpose : first to regulate and protect the already considerable trade carried on by the Dutch in the Indian Ocean, and also to help in prosecuting the long war of independence against Spain and Portugal.

French attempts to reach India by the Cape route were also made quite early, in July 1527. Henry IV chartered two companies for the Indian trade, but they failed for want of money and popular support. The first French East India Company that succeeded in establishing permanent trade relations with India was that of 1664. A factory was founded at Surat in 1668 and another at Masulipatam in 1669. In 1674 Francois Martin founded Pondicherry. In 1690-92, a factory was built at Chandernagore. Under the care of Martin, Pondicherry grew into a flourishing town but elsewhere the French influence decayed. Factories at Surat, Bantam and Masulipatam were abandoned. In 1720, the Company was incorporated with the Canada Company, the Mississippi Company or the Company of the West, the Senegal Company, the China Company and the companies of Dominigo and Guineas, and the mammoth association, known as the "Company of the Indies" was granted the right of issuing coinage, the monopoly of tobacco and the control of the public debt. In 1720 the East India Company was reconstituted as "Perpetual Company of the Indies" and the monopoly of tobacco was only one of the special privileges granted to it. From this date the fortune of the French East India Company greatly improved. However, political relations between the countries in Europe did not always settle the relations among them in India. On the outbreak of war with France, Pondicherry was occupied by the English. The privileges of the French Company were suspended by a British royal decree in 1769. In April 1785, however, the French Company was reestablished but only as a commercial house.

The Danish East India Company was formed in 1616, and their first settlement was at Tranquebar in Tanjore District. Here a fort, the 'Dansborg', was built in 1620, but four years later it became the property of the King of Denmark, to whom the Company owed money. The Company built factories at Balasore and Gondalpara, south-east of French Chandernagore. Gondalpara was known as *Dinemardanga*, the land of the Danes, corresponding of *Farashdanga*, the land of the French. These factories were abandoned in 1714. In 1755 a fresh settlement was made at Serampore. Eventually, by a treaty concluded on 22 February 1845 the King of Denmark transferred Serampore and Tranquebar to the British for 12½ lakhs. The inheritance included some records which are available with the National Archives of India and West Bengal Record Office. Similarly, some Dutch records are also available in those repositories as well as in the Madras Record Office.

The Prussians were another European nation that had a settlement in this country. This settlement was indirectly due to the enterprise of Frederick the Great. He founded, in 1753, the *Bengalische Handels-Gesellschaft* (also known as the Bengal Company of Embden, the Embden East India Company, and the Prussian Asiatic Company). Their factory was built a mile south of Fort Orleans at Chandernagore. The Company was wound up and in 1760 and the English were requested to take possession of all the effects of the Royal Prussian Bengal Company. The Ostend Company was granted a charter in 1723. The Company faced strong opposition from the English, the Dutch and the French Companies. Ultimately Charles VI sacrificed the Company. He suspended the Company's charter on the 31 May 1727 for seven years and by a treaty with Great Britain on the 16 March 1731, he bound himself to suppress the Company altogether and promised never to permit vessels to sail to India from any country that was subject to Spain. The Ostenders had not only traded in the Indian seas, but had founded two settlements, at 'Bankibazar' (near present Barrackpore) on the Hughli and Covelong or Coblom near Madras.

No territorial settlements were acquired in this country by the Scotch, Spanish, Austrian and Swedish Companies and, therefore, there had been no occasion for them to create records in India.

2. *Bengal and Madras Papers*—(Memorandum—Madras Records, G. W. Forrest, Officer-in-Charge of the Records of the Government of India), Vol. II, 1688-1757, p. 1.

3. *Proceedings of the Indian Historical Records Commission*, Vol. XXVII, Pt. II, pp. 126-137.
4. *Early Records of British India : A History of the English Settlements in India*, J. Talboys Wheeler (Calcutta 1878), p. 50.
5. *Ibid*, Preface, p. iii.
6. *Ibid*, p. 171.
7. *Selections from Unpublished Records of Government, 1748-1767*, inclusive, (Calcutta 1869), Rev. J. Long, Preface.
8. *Ibid*, p. 86, No. 221 (Letter from Court dated the 11 November 1757, paras. 42-43).
9. *Ibid*, p. 119, No. 284 (Letter from Court dated the 3 March 1758, para. 3).
10. *Early Records of British India : A History of English Settlements in India*, J. Talboys Wheeler (Calcutta 1878), Preface, p. iv.
11. *Ibid*, p. 171.
12. *India Office Records, Letter Book*, No. 8, Despatch to Fort St. George, 28 September 1687 (*vide History of British India Under the Company and the Crown*, P.E. Roberts, p. 20).
13. *Report on the Madras Records*, H. Dodwell, pp. IV-V, para. 12.
- 14-16. *Diaries of Streynsham Master, 1675-1680*, Vol. II, p. 333.
17. *Ibid*, p. 319.
18. *Ibid*, Vol. I, p. 40.
19. Mr. Surman was sent as an ambassador to the Great Mughal in 1716 : (*Selections from Unpublished Records of Government 1748-1767* inclusive, Rev. J. Long, Footnote, p. 71.)
20. *Ibid*, pp. 71-72, No. 188.
21. *Ibid*, p. 84, No. 214.
- 22-24. *Ibid*, p. 128, No. 305
- 25-26. *Ibid*, Preface.
27. Home, Public, Miscellaneous Vol. 116, pp. 2-3.
28. Home, Public, Miscellaneous Vol. 214.
29. Home, Public, Miscellaneous Vol. 116, pp. 2-3.
30. Public Despatch to Bengal, 10 February 1830, (*Catalogue of the English Records, 1758-1858, Government of Bengal*, p. 31).
31. Home Department, Public, O.C., 28 September 1830, No. 12, para. 13.
32. *Ibid*, para. 12.
- 33-34. *Ibid*, para. 14.
- 35-36. *Ibid*, Appendix No. 1.
37. Home Department, Public, O.C. 3 May 1843, No. 1-2.
38. *Statutes At Large*, William IV, 1833, p. 447.
39. *Ibid*, p. 436.
40. *Ibid*, p. 439.

ORGANISATION OF ARCHIVES

Before a discussion on the organisation of records is initiated, it seems appropriate to describe briefly the Secretariat set up of the Company in its early days. The cumulative effect of the sack of Calcutta in 1756 and intrigues of other European powers in India led to the introduction in 1763 of a change in the business of the Council. The work was divided into two departments, Public and Secret. The Public Department continued to carry on all affairs relating to shipping, revenues, fortifications, accounts, appointments, etc., while work in connection with the foreign powers, "country Governments" and military plans was to be conducted by the Secret Department. Both the departments were under the charge of one Secretary but records of each department were kept separately. In 1770, a Committee of Revenue was constituted which was superseded by the Revenue Board in 1772. Later in 1775, it formed a part of the general administration and was re-designated as the Revenue Department. Thus the main departments of the Government of Bengal in 1774 after it had become the Supreme Government, on the passing of the Regulating Act, 1773, were the Public, the Secret and the Revenue.¹

While making a study of the organisation of records, one finds that in the early days the approach towards the organisation of records was more or less based on the Departmental Record Offices. The efforts, it will be seen, ultimately resulted in the establishment of a Central Record Office for all the departments and all the non-current records of the government. For a study of the evolution of records organisation in India, one has also to take into consideration the efforts made towards the establishment of departmental archives repositories by various other agencies including the Presidencies. It is accordingly proposed to include in this chapter

discussions on the following heads :

- I Court archives
- II Departmental archives : (i) Public, (ii) Revenue,
(iii) Secret, (iv) Miscellaneous.
- III Central Government archives.

COURT ARCHIVES

On the 13 March 1775, Richardson McVeagh applied to the Chief Justice of the Supreme Court for higher salary for his new assignment as the Keeper of the Records² of the Supreme Court. The application was recommended by the Justice of the Supreme Court as follows : "Mr. McVeagh, as Keeper of the Records, . . . has passed a very considerable part of his Time in the tedious business of methodising and preserving Records, which were before in great Disorder and in danger of being destroyed."³

In 1793, arrangements were made for the preservation of court records and a separate Keeper of Records was appointed. By Regulation 18 of 1793, Laws and Regulations were passed on the maintenance of records in various courts, provisions were made for the appointment of record keepers and their duties were properly defined. The Regulation reads as follows :

"For the purpose of preventing injury to public and private rights, or property, by the loss, destruction, or removal of the records of the court of judicature ; as well as with a view to facilitate the means of reference to them on all occasions requiring it ; two native keepers of the records are appointed for each of the zillah and city courts, civil and criminal ; the provincial courts of appeal and circuit ; and the courts of sudder and dewanny adawlut and nizamat adawlut. They are to keep a register, in the Persian and Bengal languages in Bengal and Orissa, and in Persian and Hindoostanee languages in the other provinces, of all the dewanny and foudarry proceedings, documents and other records of the courts to which they may be respectively attached, in a book to be attested by the official signature of the registers or assistants ; and are to see that the judicial records of the courts, committed to their care, are

not destroyed by insects, damp, or otherwise ; as well as that they are not removed without the orders of the courts. For any neglect of this duty ; or if any records, entered in their registers, shall not be forthcoming, and they shall not be able to give a satisfactory account of them ; they are liable to dismission from their offices, The several courts of civil justice are likewise required to keep a book of daily proceedings, in which every order or act of the court is to be minuted, in the language above specified ; with references to the pleadings, depositions, exhibits, and other papers read and filed in each case ; and to be attested with the signature of the judge ; or in the provincial courts and sudder dewanny adawlut with the signature of the register."⁴ The above regulation was extended to Banaras by Regulation 18 of 1795 ; R 37 of 1795 and R 13 of 1803.

On the 5 July 1794, Thomas Scott, while taking over charge of the office of the Keeper of the Records and Muniments, Supreme Court, Calcutta, made an inspection of the Supreme Court records and submitted a very interesting and useful report regarding the then existing conditions in the record rooms of the courts and advocated adoption of certain archival principles which though 167 years old to-day are perfectly in keeping with modern theories and practices. The above report was submitted to the Government with the knowledge of the Hon'ble Judges of the Court. In the Report, Scott remarked : "The very dangerous consequences which might follow to individuals from the loss or injury of any of the records of the Supreme Court renders it necessary for me to lay before you an account of the present state of the Record Office... as well as to suggest a mode, by which the papers contained in it, may be safely kept and easily referred to in future."⁵ Scott further stated that as the "old papers were piled up, no executor, administrator or a person who had obtained a judgement, was safe" and that under the existing arrangement no expeditious or cheap search among the records was possible.

The report continued : "When the Office was first formed, all the Books of the Mayors Court, and several Papers of

different descriptions, were transferred to the Record Keeper, appointed by the Judges under the Charter but there not having been any Presses, Shelves, or Chests provided to lodge the papers in, they were left upon the ground, heaped upon each other, without Order, and with little attention to their Preservation. A few Presses have been supplied occasionally by different Record Keepers, at their own expenses, but not a sufficient number to contain half the Papers, or any of the Books, the consequence of which has been, that many, very valuable Documents have been lost, others mislaid and all considerably injured, by damp, or by Insects, and vermin. The late Mr. Chambers, when Record Keeper, sent a few Presses into the Office, but these, as belonging to his Estate, are liable to be claimed by his Executor, and there will remain Two Small Presses to lodge records collected since the 13th of George the 1st."⁶

The documents which were fast becoming illegible owing to fading of writing also did not escape Scott's notice and this fact was brought before the Government. The question of humidity and shortage of accommodation had already been receiving the attention of the government.⁷⁻⁸

As a real lover of records Scott's endeavours were not limited to the above recommendations only. He went to the extent of incurring some expenditure from his own purse as intimated to the Government in his report: "I have at some expence as well as labour, endeavoured to arrange a few of the oldest Papers, but I find from a clear inspection of the Business that no single individual, can in any reasonable Time, regulate the Papers of an Office, which have been accumulating for 20 years, (or which even at its commencement, has 40 years papers lodged in it) and that was I to attempt it, many of the records, now rapidly decaying would be totally illegible, before I could arrange them in their proper Places, even was there a sufficient number of Presses to put them into."⁹

Scott therefore asked the Government to sanction a sum of money amounting to Rs. 5,000, which was independent of

the amount required for "purchase of Presses, Books and the pay of 10 or 12 Writers for five or six months and also of some book-binders and other servants necessary for assorting and putting the Papers into their proper Order."¹⁰

As Scott felt that the consideration of his proposals by the Governor General in Council was likely to take time, he wrote to Government again on the 7 October 1794 saying that "any delay in carrying into effect their directions relative to the records, must be attended with much probable inconvenience to individuals and much certain injury to the public." In order to avoid further damage to the records, he proposed that a part of his own residence might be utilised for the purpose of storing the records. He knew that it was not desirable to combine private residence with office accommodation. Still, he pleaded for this arrangement on the grounds of economy, till a suitable accommodation was found or built.¹¹

Scott's pleadings were effective and most of his demands were met by the Government. On the 16 June 1796, Scott submitted a report narrating his achievements and furnishing an account of expenditure incurred in rehabilitating the records of the Mayor's and Supreme Courts. The report¹² which seems very interesting is quoted below : "I feel much pleasure at being able to acquaint you that I have now completed the arrangement of all the papers, up to the end of 1794 ; and made such books of reference, and general lists of the contents of the office, as will prevent any further irregularity, without culpable neglect on the part of the officer, who may be appointed to superintend the performance of this duty."

While explaining the causes of delay in completing the job, Scott said : "that it has not arisen from indolence or inattention on my part ; independent of my desire to effect what had long been a favourite object of mine, circumstances have occurred since I first had the honour of addressing you on the subject which have made it much my interest to complete this business, as soon as I could, but to regulate what has been in a state of accumulated confusion for a period of sixty years, to form plans for the future management of an office which

was annually to receive very considerable additions from five or six subordinate ones, much time was unavoidably expended in endeavouring to recover, what, climate and negligence, had united to mutilate, or misplace, and much care necessary to prevent by a clear, and easy method of arrangement, a future recurrence of what it has required so much labour to remedy ; I hope also that the great public advantages to be derived from the encreased security of the records, and the facility of consulting them, will much more than compensate for the trifling expence which has attended the work ; I have already in my former letters under date the 1st of August 1794 and of March 1795 acquainted you what that work was, and in order to enable you to form some opinion, both, what was to be done, and of the mode in which it has been executed, I have taken the liberty of depositing with Mr. Sub-Secretary Shakespear, a specimen of the record office Books, containing only a small part of the business, of one of the Departments, under the Supreme Court."

The report revealed a number of interesting points e.g., Scott's new designation, viz., Accountant General to the Supreme Court and Acting Record Keeper ; the relationship between the two posts, viz., Senior Master and the Accountant General on the one hand and the Junior Master and the Record Keeper on the other ; promotion of Scott to the higher position which brought in one Morris as the Record Keeper, and also the furnishing of some insight into the working of the Record Office itself.

The report further says : "In effecting this undertaking I can not sufficiently acknowledge the ready support and animating encouragement which I have received from Government, a support without which, I never would have attempted and with which I have with difficulty executed a work which as it has had no example in this country, will not I believe have many imitators.

"Permit me now, Hon'ble Sir, to entreat your attention to a few circumstances relative to my own situation as connected with the record office...." "From the establishment of the Supreme Court to the year 1793, the affairs of the Senior Master

and record Keeper, and of Junior Master and Accountant General, had been uniformly united, tho' without any written rule or orders having been made on the subject. This regulation owed its origin to an opinion of the Judges, that the Senior Officer should have the situation of most trust, and also of greatest emolument ; and it was justly supposed that the office of Accountant General, would be from its nature (at least for ten or fifteen years) almost a sinecure ; little labour and no responsibility. On the other hand the records of the Mayor's Court furnished from the moment of his appointment, employment and Emolument, to the Keeper of the records.

"Within the last five or six years, owing to the great encrease of Equity business, the consequent lodgement of large sums in Equity, and the inextricable confusion of the record office, the Senior Master's adjunct office became almost useless to the public, and unproductive to himself, whilst the appointment of Accountant General became both laborious, and as I have been informed lucrative.

"On my succeeding to the office of Junior Master in 1793 my immediate predecessor in that situation, ought, (according to the former usage) to have become Record Keeper ; he however refused to resign the office of Accountant General, alleging that the reason for the established practice no longer existing, and there being no written rule to compel him to resign, he would return the office, as adjunct to that of Senior Master, which he had before held as annexed to that of Junior Master.

"The Court acquiesced in his doing so, the more readily, as it accorded with the original intention, of giving the most lucrative situation to the Senior Officer, but, wishing to give me, who was to be the first sufferer by the innovation, even a distant certainty of succeeding to what I then claimed as my right, a written rule was drawn up, by which the offices of Accountant General and Senior Master, and of Record Keeper and Junior Master, were in future to be annexed to each other, without leaving any option to the officers who held either appointment.

"I then turned my attention to the discharge of Duties thus imposed upon me, and formed the plan of that arrangement which alone could make my office of Record Keeper productive to myself or useful to the public ; for that plan, I obtained your sanction and support in July 1794 from which time to the present, I have been employed in the performance of what I have now at length finally completed, without any reward whatever, and after suffering too long and dangerous illnesses arising from the great additional labour which I thus voluntarily underwent, and from other causes which tho' less obvious, were not less injurious either to my health or interests.

"The work I had undertaken not having received *any support public or private except from you*, this alone in some degree account for both the delay that has accrued and the difficulties which I had to encounter. In March 1795, the Senior Master very unexpectedly resigned his office and I was in consequence of the rule made in 1793 compelled to resign the office of record Keeper when I had completed more than half the arrangement ; had acquired a considerable encrease of emoluments from having done so, and had with the assent of the Judges drawn rules calculated to prevent (by annexing very high penalties to non-compliance with them) a future arrear of business either in the record, or subordinate offices, from which papers were to be received.

"In consequence of my promise to you Hon'ble Sir, and from my wish to compleat what had already cost me so much time and labor, and the difficulties in which had then been nearly overcome, I have from that day, with the consent of Mr. Morris the present Record Keeper, executed all the duties of the office, so far as they related to the arrangement of the Records, and formation of the Books and Indexes, without receiving any salary or fee whatsoever ; the Record Keeper, as he was justly entitled to, receiving every Emolument derivable from his offices, the duties of which he was willing and able so far as he was bound, to execute ; at the same time that he felt inclination to undertake to complete what he was neither

objected to perform, even tho' the chief difficulty, that of forming a plan, had already been surmounted by me. I thus by a rule intended for my advantage to it the fruits of my labor, when on the eve of obtaining, and became Accountant General by succeeding to the office of Senior Master.***

"Were my references necessary in support of this statement, I should not hesitate to appeal to you Hon'ble Sir, for the required testimony; as since the commencement of your Government, with your aid, and in some degree under your personal inspection, the Record Office has assumed the regular form it now wears."

Scott incurred an expenditure between April 1795 and July 1796, amounting to Rs. 6,191-15-0 on monthly payments to writers, office rent, carpenter's work, stationery, etc.

Scott arranged and listed the records, and prepared indices to them up to the end of the year 1794, which were in a "state of accumulated confusion for a period of Sixty years." He continued to work for the Record Office even after his promotion to a higher post without hoping for any extra remuneration for this additional self-sought task. He was also instrumental for a set of rules for the "security of records" and the "facility of consulting them." Expenditure that he incurred was a paltry sum compared to the task performed. The Governor General's "personal inspection" and "encouragements" went a long way in the successful implementation of the task Scott had taken upon himself to perform. He seems to be justified in his claim that he "executed a work which as it has had no example in this country," and "will not" "have many imitators."

Scott's report was placed before the Governor General and it was "Ordered that the approbation of the Governor General in Council be expressed to Mr. Scott on his having completed with æconomy and despatch the arrangements of the records of the Supreme Court."

The valuable services rendered by Scott to the cause of archives will no doubt be viewed with commendations even by the archivists of today.

PUBLIC DEPARTMENT

Organisation of records is a condition precedent to their proper use. Lack of proper organisation not only creates administrative difficulties but also leads to misuse of records thereby adversely affecting the efficiency of the government machinery. This fact seems to have been appreciated by the English Company at quite an early stage.

As all the documents containing decisions on various transactions of the business of the Company's administration had to be copied, the Company had employed Writers for this purpose. In the early days, these writers were mostly Europeans but later on local inhabitants also began to be employed for this purpose. The local Writers were mostly appointed on a contract basis. In view of the temporary nature of the establishment of Writers it was found that they did not always act with responsibility. At times the records given to them for copying¹³ were not even returned. In view of this malpractice, the Company's administration passed the following order on the 8 January 1767 : "Ordered that the regulation established in the office of the Select Committee for not permitting any books or papers to be taken out of the office except by the Governor or Secretary, be observed also with respect to the proceedings of the Council."¹⁴

In 1783, Hay, the then Secretary to the Public Department raised the question of the security and secrecy of government documents. Macpherson, a Member of the Fort William Council, advocated that it was impossible to secure secrecy in the Department because the documents were lodged and copied there by outsiders. He, therefore, suggested that for purposes of security Hay might be "permitted to move secret records to his own House."¹⁵ But what was to be done about the records of other Departments ? Perhaps with this feeling in his mind Macpherson further proposed that : "all the Public Records of Departments should be kept in one House or in a range of offices—Some additions or improvements to the old Council House might answer this end."¹⁶ The

Governor General agreed with the first part of Macpherson's suggestion and permitted removal of secret records to Hay's residence ; but nothing was done for the security of other records of the Company and consequently the misuse or abuse of government documents by the servants of the Company continued without any effective check. Thus official secrets of the Company's government were often sent home to the disadvantage of both the Court and Fort William.

This situation finally prompted the Court of Directors to issue the following orders in their letter dated the 21 September 1785 :

"We have long regretted an abuse which is now become so prevalent, and has gone to such an extent, that we must be peremptory in taking the most effectual measures to put an end to it. We allude to the practice of our servants having access to, and transmitting home to their private correspondents such part of our Records as they think proper. Our Orders therefore are that no persons but the Members of the different Boards shall have access to their Records except the Secretaries of such Boards, and those entrusted by them, and that no private copies shall be given thereof except to the Presidents of each Board if he shall desire it. To these persons so entrusted, we shall look for responsibility, and if copies of any of our Papers, Correspondence or Records shall be discovered in the possession of any Persons not warranted by the Government either at home or abroad, we shall certainly take the most effectual measures in our power to discover by whose means the communication has been made and will dismiss from our service any Person who shall be found guilty of disobeying these Orders."¹⁷

On the 24 October 1787, Hay addressed a very important letter to Lord Cornwallis. He had to face many difficulties one of which was the disorganised state of records. He explained the position as follows : "In fact no such Inventory exists, and I believe that none has been made for many years. It appears to me very necessary that there should be a complete List of Records and Papers, and if your Lordship should judge it proper that one should be formed, . . . when I have examined

the list so made, a copy of it may be sent to the Hon'ble Court of Directors that they may know what Records etc. exist and what are missing....this may be added from time to time as the Records increase...."¹⁸

On the same date an office order was issued whereby William Dolby was directed to undertake the preparation of a complete list of the records and papers (including every document) in the Public Department and to complete¹⁹ it on or before 1 January 1788. According to another Office Order dated 9 May 1788, Dolby was put in charge²⁰ of the Records of the Public Department.

Besides the difficulties explained above, the Public Department had to face new problems like finding storage space for the huge mass of records already accumulated, prevention of damage due to climatic conditions and by insects, and loss of records by negligence. The Public Despatch to Court dated the 30 April 1797 contained a very important decision as follows :

"From the want of proper apartments for depositing and arranging the very voluminous records which have accumulated in the Council House, and the consequent necessity of keeping them in boxes and cases, in the public offices, whenever room could be spared for their reception, it has been found impracticable to give that constant attention to them which is requisite for the preservation of papers in this country from insects and the climates.

"It accordingly appeared on an examination of the records, that many of the Proceedings and Papers of the early periods of your Government had been nearly destroyed or greatly damaged, or were altogether missing, whilst others of a more recent date, were from the causes above specified in a state of decay.

"We therefore deemed it of essential importance that no time should be lost in providing for the better preservation of the Public Records ; and accordingly ordered an apartment to be built adjoining to the Council House, for the express purpose of depositing, and arranging the records on a plan laid

before us by our Secretary. The expence of the building is estimated by the Civil Architect at Sicca Rs. 14,979-8 and the cost of the Wooden Frames on which the records are to be kept, will be about Sicca Rs. 5,000, making altogether, 19,979-8.

"The apartment is sufficiently spacious to hold out only all the existing records, but those which may be expected to be accumulated for many years ; and independent of the primary consideration of their preservation, the reference to them will be greatly facilitated from the manner in which they will be arranged, at the same time that the removal of them from the places in which they are at present kept, will afford considerable additional accommodation for the Public Offices where much inconvenience is experienced for want of room for the transaction of public business."²¹

The Civil Architect, E. Tiretta, had received orders from the Governor General in Council to prepare a plan for a Record Office building. The plan was submitted to the Government on the 7 February 1797 for approval. The blue-print of the building is not traceable among the records but it has been described by the Civil Architect as follows :

"...Plan of the Building for the Record Office with the Covered Passage, and the Railling all surrounding.

"The Building is raised 2 foot from the Ground with Flues, and the Total height in the outside is 16 ft Equal to the height of the Council House Law room, as also its extent of 93 ft and its breadth 50 ft Divided in two Rooms on arches.

"All the Window Frames Saul Wood with Iron Bars, the Door Pannels, Windows, Venetion Blindes all Teak wood, and to complete the whole the Expense will amount to Sicca Rupees 14479-8-0."²²

The building was to have a covered passage and railings all around. The beams, panel doors, windows, "lathe windows" and "venetions blinds" were proposed to be coloured with English paint.

The plan was approved by the Government and the construction commenced with an advance of seven thousand sicca rupees to the Civil Architect.²³ He reported completion²⁴ of

construction on the 24 May 1797 and the actual cost amounted²⁵ to Rupees 15,145-12-0. The Record Office was then provided with some office equipments and the estimate of their cost was outlined in the Secretary's report²⁶ to the Board. These were :

44 teak frames at the rate of of 100 <i>sicca</i> rupees each	4,400
5000 thin teak boards (12½" × 4½") with smooth surface at the rate of <i>sicca</i> rupees 6 per 100	300
2 double step ladders with joints at 64 <i>sicca</i> rupees each	128
2 large tables covered with black leather to sort, tie up and arrange papers on	128
			<hr/> 4,956 <hr/>

But the actual cost²⁷ of the above items came to Rs. 4,889, which was a little less (Rs. 67/- only) than the Secretary's estimate.

The teak boards referred to above were no doubt intended to tie up folded papers into small bundles, which can be seen even now in the National Archives of India. This system of keeping papers in small bundles has long been discontinued and as the papers at the fold break due to age, the National Archives has been flattening them. Any way, it will be quite interesting to note that the system of keeping papers between two small wooden boards was introduced as early as 1797, probably for the first time by the Company's Government.

By a Resolution of the Council dated the 6 November 1797, the charge of the Record Office was given to Seymour, the Registrar in the Revenue and Judicial Departments in addition to his duties with a small staff²⁸ of :

"1 Head Duftry @ Sa. Rs. 10 P.M. and
2 Duftrees @ 6 each-12 Do."

The Keeper of Records was to be paid²⁰ Rs. 100-0-0 for the above duties. Thus a fully organised Record Office with an appropriate building, equipment, and staff was provided for the first time. Seymour held the charge of the Record Office for 14 long years, that is, up to 1811. It is not known whether Seymour was able to rectify the defects mentioned in the Despatch to Court, but his services as Record Keeper were recognised by the Government.²⁰

After the retirement of Seymour from service, Government decided to abolish the post of Record Keeper with effect²¹ from the 1 September 1811.

REVENUE DEPARTMENT

The question of the collection and preservation of the land revenue records at one place came to the forefront with the introduction of the Permanent Settlement in Bengal. R. Locke, Acting President of the Board of Revenue, who rejected earlier the revival of the Canongoes' Office on the grounds²² of cost, came forward with a strong plea for the establishment of a Record Office where all papers connected with land could be kept as a measure of check over the former zemindars and farmers of land revenue. He asserted that it would be advisable to have an office at the Presidency under the charge of an intelligent and experienced civil servant for the purpose of collecting and concentrating the whole of the records in one office. The duties proposed for the civil servant were : to digest the present records of the Office, and as far as may be practicable to supply the deficiency which has arisen from the abolition of the former office ; to form a regular digest of all general and local usages ; to keep registers of all *tehoods*, *kistbundies*, *cubooliats*, measurements, *merikhs* or rates of assessment, separations, *butwaras* etc., etc., and generally of all the records of the subordinate Canongoes and Putwaries ; to form statistical statements as far as may be practicable, copies of all deeds of transfers of land paying revenue to Government were to be recorded in this office. The superintendent was to report from time to time to the Board of Revenue on the

state of the office and submit such arrangements as he shall deem necessary for more effectually carrying into effect the object of the establishment.³³

Rocke's suggestion was accepted by the Court of Directors in their despatch dated the 15 January 1819 which stated that the "most urgent injunctions on the necessity of early and decisive measures being taken with the view of ascertaining and securing the rights and interests of various classes connected with the land, Government is instructed to consider the expediency of establishing a 'General record office at the Presidency in which shall be formed and preserved a digest of all the information collected and transaction recorded by the Putwarries and Canoongoes', and it's attention is specially directed to the office formally established under the Chief Serishtadar."³⁴

The Supreme Government decided to preserve land records and their resolution dated the 17 March 1820 reads as follows : "Revenue....The Report recently received from the Board of Revenue shows that too little attention has been paid to the preparation and preservation of proper Records in the offices of the several Collectors under their authority, and it must be unnecessary to state how seriously the interests of Government and still more those of individuals, are liable to suffer from this cause."³⁵

The Resolution was operative both in Bengal and Bombay. "The Supreme Government accordingly established a General Record Office at Fort William for the preparation of public records relating to landed properties in Bengal, and forwarded copies of their proceedings in the matter to the Government of Bombay suggesting the adoption of a similar arrangement in the Presidency of Bombay. This led to the establishment in 1821 of the Bombay Record Office for the deposit of the records of the Secretary's office and of the other offices in the Presidency Town."³⁶

This was not all. A Presidency Committee of Records and regional Mofussil Committees under it all over Bengal were set up. The boundaries of Bengal Presidency in those days extended up to the border of Delhi. These Committees

were to undertake listing, arrangement and better preservation of records. The Presidency Committee was to cover records of the Sudder Dewani Adawlat, offices of several Revenue Boards, of the Secretariat and of the Revenue Accountant. The Mofussil Committees were to deal with records of the regional Courts and Collectors. This seems to be an unprecedented and revolutionary move even when compared with the present-day archival activities and achievements in India. It did not stop at that. The Mofussil Committees were directed to prepare General Registers of Records almost identical with the project of compilation of a National Register of Records instituted only a few years ago in England. The Indian Historical Records Commission recommended in recent years the adoption of an identical programme for India as well. The move taken in this regard by the Fort William Government about 138 years ago must be highly commended because what was undertaken by them over a century ago has not been even to this date achieved.

Strangely enough the scope of the Record Committee was much wider than that of the original resolution embodying the decision to create a General Record Office at Fort William. The latter was intended to cover the land records concerning the Revenue Department only. But it will be seen from the following discussions that besides Revenue records, Secretariat, Judicial, Territorial, General, Political, and even the Court records were included in the scope of activities of the Record Committee. Various Departments were also associated with the Committee with a view to preserving 'Public Records in the Presidency.'

The Government meant business and on the same date i.e., 17 March 1820, they set up a "Committee of Records." The members of the Committee were W. O. Salmon, Junior Member of the Board of Revenue ; S. T. Goad, Fourth Judge of the Court of Sudder Dewani Adwalut ; W. B. Bayley, Secretary to Government, Judicial Department ; H. Mackenzie, Secretary to Government, Territorial Department ; and H. T. Prinsep, Superintendent and Remembrancer of Legal Affairs. The

terms of the Committee thus constituted, were given in the letter addressed to the members as follows : "His Excellency the Most Noble the Governor General in Council has been pleased to constitute you a permanent Committee for the preparation and preservation of Public Records at the Presidency, and for the purpose of exercising a general control and direction over the several district Committees, which it has been determined to appoint throughout the country, with a view to objects of a similar description."³⁷

The scope of the activities of Committees as envisaged in the Resolution is summarised below :

(1) It was considered expedient to employ Superintendents in charge of several District Record Offices.

(2) In order to ensure the regular and systematic preparation and preservation of the Public Records throughout the country, a permanent Committee was to be constituted in each District, consisting ordinarily of the Judge and Collector of the District, with the Zillah and City Register as Secretary, and at the head stations of the Court of Circuit, the Senior Judge of the Court also was to be a member of the Committee.

(3) Accurate lists of all papers which may be of sufficient importance to deserve preservation in the District Record Offices, were to be deposited in the General Record Office at the Presidency. Of many such documents abstracts would be made in English and transmitted to that office. And of the most important records it would be proper that authentic copies should be similarly deposited.

(4) For the superintendence of this Head Record Office, as well as for the purpose of framing general forms of the mofussil records, of preserving as far as practicable regularity and uniformity in the proceedings of the District Committees, and of making such lists, copies and abstracts of the documents recorded in the several District Record Offices were to be transmitted to the Presidency.

(5) The Committee would then proceed to consider and suggest the measures to be adopted for preserving the public records (including the construction of proper buildings where

they may not already exist, and the employment of adequate establishments) for securing the punctual preparation of the list hereafter, and for bringing up arrears.

(6) The enquiries of the Presidency Committee on the above heads will deal with the records of the Sudder Dewani Adawalut, and of the offices of the several Revenue Boards, and those of the Secretaries to Government and the Revenue Accountant. The Mofussil Committees will direct their enquiries to the records of the courts and collectors of the several stations.

(7) It was left to the Committee to decide upon the form in which the Registers and Records, that it may be determined to prepare, shall be framed. The Committees would, however, endeavour to preserve as much simplicity of scheme as may be consistent with the objects in view.

(8) It was ultimately to be made a part of the duties of the Presidency Committee gradually to collect, and to digest, in the shape of memoirs and reports, landed tenures, the structure of the village institutions, and the agricultural economy of various parts of the country.³⁸

The foregoing instructions were sent to the Chief Secretary's office, Judicial Department, Political Department, General Department, Persian Secretary's Office, Suddar Dewani and Nizamut Adawlut, Board of Revenue, Board of Commissioners in Behar and Banaras, Board of Commissioners in ceded and conquered Provinces, Commissioner in Cuttack, Chief Commissioner at Delhi, and Accountant to the Revenue Department.³⁹

On the same day i.e., 17 March 1820, all the judges and collectors were instructed by the Government to co-operate and collaborate with the activities of the Presidency Committee. The instructions were as follows: "You are accordingly directed to attend to all requisitions or orders that you may receive from the Committee in question, and that you may be prepared to furnish without delay any information of this kind that may be desired, it may be proper that you should immediately ascertain, from the Mahafiz Dufters, Registrars

or other persons in whose custody the Records of your several offices may be, what Lists they have in readiness."⁴⁰

Work was started at once. The proceedings of the Committee of Records reveal some interesting facts. Its Minute dated the 6 August 1820, which was probably the first, consists of 73 paragraphs. It outlines various propositions and the more important among them are summarised below.

Annual Indices according to Districts and subjects are to be prepared. Entries are to be arranged alphabetically and according to dates. A copy of the Index is to be made available to the Presidency Office. The Sub-division of Zillah is to be divided into Parganas as it existed in the past. Register of Malgootari land and Register of Lakheraj are to be separately maintained. Separate Register for land held free of assessment is to be kept. Register of each mahal is to be entered by its name alphabetically. Village Registers, Register of Maliks, Register of Rights and Prescription, etc., are to be prepared. In order to facilitate the compilation of various types of registers seven different forms were introduced. Details of these forms are not discussed here but they cover all the details necessary to protect the interests of the land-owners. These forms were : General Register of Government Muhals, Malgootars, Juma, Management, Partition, Decrees and Mouzas.⁴¹

It will be interesting to note the number and places where the regional committees were set up. 45 regional Committees were created. These were in the various Districts of Bengal, viz., "Agra, Allahabad, Bakirganj, Beerbhoom, Behar, Benares, Bhagalpur, Burdwan, Bureele, Chatgaon, Cuttack, Dhaka, Dynajpur, Etawa, Furukhabad, Ghazeepoor, Gorakhpur, Hijelee, Hooglee, Jungle Mehals, Jelalpoor, Jounpoor, Jusun, Kalpee, Kaunpur, Khumaon, Mednapoor, Meerath, Mirzapoor, Moorshedabad, Moradabad, Nadca, Patna, Purnea, Rajshye, Ramgarh, Rangpoor, Saran, Shahabad, Seharanpoor, Sylhet, Tiperah, Tirhoot, 24 Parganas, Ullegurh."⁴²

From a Minute of the Committee dated the 11 April 1823 it appears that the Mofussil Committees were advancing most rapidly the preparation of Registers.⁴³

For about nine years the Presidency Committee of Records functioned. The Committee was, however, dissolved in 1829 in pursuance of the recommendation of a Finance Committee appointed by the Governor-General in Council for suggesting economy in State expenditure.⁴⁴ The activities of the Committees will be found among a mass of records maintained in the West Bengal Record Office. The detailed activities of the Committees can very well form an independent subject of research. The dissolution of the Committee after nine years of activities must be considered as a great calamity for Indian archives.

However, after about twenty years the question of better preservation of revenue records was raised again. There were by that time Muhafiz Duftars attached to each Collectorate. These Record Offices created certain difficulties regarding proper preservation of records. In his letter dated the 12 June 1849, the Collector, Tirhoot, informed the Board of Revenue that for want of almirahs and racks, proper preservation of collectorate records could not be made. The Board attached great importance to the "placing and maintaining the Revenue records in a proper state of arrangement and of securing the advantage of light, room and air" and recommended that the fees taken for searching for papers be utilised as a "Fee Fund" to meet the wants of the Record Offices. The Government of Bengal strongly recommended the proposal to the Government of India. While accepting the proposal it was recorded that "The Government of India are constantly applied for extra establishments on account of the Bengal Record Offices. Much inconvenience at present felt would be removed by the adoption of the proposal now under consideration."⁴⁵ The Resolution dated 14 February 1852 adopted the "Fee Fund" for the better preservation of Revenue Records of the Lower Provinces.

SECRET DEPARTMENT

As stated earlier the records of the Public and Secret Departments were kept separately. We come across evidence of a separate Record Office, where the records of the Governor-General's Office were kept. But nothing but a few casual references are available on the subject. It is not known when such a Record Office was first established, who was the first officer to hold charge of this office and what were the principal activities of the office. But that there was a separate establishment to look after the Governor General's records is evident from a Minute of Lord Wellesley dated the 6 May 1802 wherein the Governor General stated that "Mr. B. Wyatt who held the situation of Keeper of the Records in the Governor General's Office with a salary of 1000 Rupees per Mensem, having resigned the Honourable Company's service and departed for Europe, I propose that Mr. John Adam be appointed to succeed Mr. Wyatt in that Situation."⁴⁷

The difference between the Public and the Secret Departments Record Offices is wide and apparent both in respect of status and resources. Seymour held the charge of the former on a part-time basis and with a monthly allowance of Rs. 100 in addition to his pay. Wyatt on the other hand held office on a full-time basis on a monthly salary of Rs. 1000. While appointing Adam to the vacancy of Wyatt, Lord Wellesley wrote : "Mr. Adam having attended me, and executed the duties of Keeper of the Records during my progress through the Upper Provinces, I propose that his appointment to the Office of Keeper of the Records take place from the 18th of February last, the date of Mr. Wyatt's resignation...."⁴⁸ But Adam had held the office hardly for a year when Lord Wellesley again ordered on 2 April 1803 that "Mr. Charles D'Oyly be appointed Keeper of the Records in the Governor-General's Office in the Room of Mr. Adam."⁴⁹ No reason had, however, been assigned for this change, nor was it known whether Wyatt resigned or retired from the service. It is also not known how long D'Oyly held charge of the Office and what activities were carried on by him or by his predecessors.

MISCELLANEOUS

About 1820, another effort to collect and concentrate a group of records was made. It was in connection with the scheme for compilation of a geography of India. Neither sufficient information nor original papers on this subject are available. We may, however, depend upon an entry in the Index of the Home Department which reads as follows :

"Minute— Governor General, on the expediency of adopting an arrangement for collecting and preserving either in the Surveyer General or Quarter Master General's office for the use of Government certain documents connected with the Geography of the Country which at present lie scattered in the different Public Offices. Propose that Captain Franklin be instructed to examine, arrange and collate the documents in question and that he be authorised to entertain an Establishment for the purpose."⁵⁰

Owing to the changes in the organisational set up of the Secretariat, the transfer of some records from one Department to another took place. In 1843, the Bengal Government was separated from the Supreme Government at Calcutta. As a result of this, some records were transferred to the Bengal Government. These were the records of the General Department, Bengal, in all its branches (General or Public, Marine, Education, Separate Revenue, Ecclesiastical). Those received by the Supreme Government were Legislative, Judicial, and Revenue Departments.⁵¹ Another transfer which took place in 1843 concerned the records of the Translator of Foreign (oriental) Languages. Prior to 1818 these records used to be in charge of the Political Department, but thereafter they were with the General Department. In 1843, the Department was transferred with records to the Foreign Office.⁵² The Translator of Foreign Languages then came to be known as Persian Translator and he had in his custody documents in Indian languages. In 1850, he asked for better accommodation and extra staff for better preservation⁵³ of numerous records in his custody and translation of documents. The Government first

wanted to know the details⁵⁴ of these records and refused to sanction extra expenditure.⁵⁵

CENTRAL GOVERNMENT ARCHIVES

It will appear from the foregoing discussions that all efforts towards archival organisations were on a departmental basis. The Supreme Court's activities in this direction were limited to a very short period, 1793-1796. Thereafter, for about fourteen years, (1797-1811), a full-fledged Record Office existed under the Public Department. Between 1811 and 1820 no archival activities could be noticed. With the introduction, however, of permanent settlement in Bengal, land records had led to some archival activities for nine years (1820-1829). A General Record Office was then established at Fort William, but the details regarding its actual location and personnel are not readily known. The scope of the activities of the Presidency Committee of Records was very wide, embracing Secretariat and all other records. But the report of the first meeting of the Committee revealed activities bearing on land records alone. It is possible that in subsequent meetings the Committee covered other records also.

In any case, there is a gap of about sixteen years from 1829 ; and nothing was done for the better preservation of records till 1847, when James Hume, one of the Judges in Calcutta, who was for some time the Honorary Secretary of the Asiatic Society and also the Agri-Horticultural Society, made out an excellent case for the establishment of a Record Office. After discussion with Viscount Hardinge, Hume wrote to him on the 30 December 1847 as follows : "I expressed to you my wish to arrange and publish, from time to time, such a work as should bring together and preserve all valuable records concerning the state and progress of that country and its people, with statistics of every kind procurable by private exertions or public returns. The want of a public Record Office has been frequently discussed, and it must be within the experience of almost every one connected at all nearly with the government, how much valuable time has frequently been wasted by able men in recommencing

enquiries on various matters upon which the authorities have desired information, that have already been the subject of anxious enquiry and even intelligent reports and this simply because they have not been disposed of at the moment but allowed to remain with Departments in which they have been forgotten."⁵⁶

Hume's argument was unanswerable. But unfortunately, Barlow, Secretary to the Public Department, did not see eye to eye with him and was not inclined to give any fresh thought to the above question. Barlow argued that at the instance of the Court "A large number of printed copies of Court's Despatch was struck off and sent to the Government of Bengal, Madras, Bombay, and the North Western Provinces for distributing among the officers of Government in all Departments likely to be able from their public situation to afford valuable information, as well as to Gentlemen out of service, European and native, who from their habits and acquirements it was probable might be able to contribute useful information on the subjects indicated by the Honble Court."⁵⁷ Accordingly, the Government of India "did not see the necessity for any further arrangement of the statistical information that might be obtained, than the separate collection of all documents received, and the transmission to the India House of the Collections when tolerably complete."⁵⁸ Lord Dalhousie, to whom the proposal was referred after the departure of Lord Hardinge, sanctioned in his Minute dated the 10 April 1848 the bringing out of the two publications by Hume but did not pass any orders on the second part of the proposal for the establishment of a Public Record Office.⁵⁹

The year 1860 saw the dawn of a new era in India in respect of archival activities. For the second time in history, serious and systematic efforts were made for appraisal, upkeep and utilisation of records in government custody. The Government of Madras appointed Talboys Wheeler in 1860 to resume the work of Huddleston who had been entrusted with appraisal of records in 1858. Wheeler published a *Hand Book to Madras Records* in 1861. This guide inspired Bombay to appoint

Thomas Candy in 1863 to examine and classify Bombay records. Candy's report was published in 1864. The interest taken in the centre was intensive in character. The Government of India appointed a Record Committee in 1861 with a view to examine all relevant questions regarding old records which had been accumulating for ages in various Departments of the Secretariat and other offices subordinate to them.

The appointment of the Committee was the result of a suggestion made in 1860 by H. D. Sandeman, then officiating Civil Auditor. He suggested to the Civil Finance Commission "the propriety of destroying all useless records in the several Government Offices in Calcutta, and disposing of them as waste paper, and proposed the adoption of some effective means to prevent the reaccumulation of worthless documents."⁶⁰ The Government of India created the Record Committee in April 1861 for the purpose of superintending the scheme for the destruction of all useless records in the Public Offices, after carefully selecting such as might be statistically or historically valuable for preservation. The Committee was to associate with it the head of the Office on the records of which it might be employed. In examining the records of the several offices, and separating useless papers for disposal or destruction, the Committee would arrange to have the papers selected for preservation, bound and catalogued, and placed in a separate record-room accessible to all persons⁶¹ who might wish to consult them. The Committee functioned for about ten years and for about six years it enjoyed the services of a paid Secretary on Rs. 6000 per annum. Talboys Wheeler was appointed Secretary to the Committee in 1863 and in 1869 he left it in view of his new assignment with the British Burma Commission. After Wheeler's departure the vacancy was not filled up and the Committee became virtually extinct in 1872.⁶²

After examining the records of the period from 1748-1833 in various offices, the Committee submitted a report in June 1861, in which it was stated that the "greater portion of the papers has long since passed from the stage of practical official usefulness into that of purely historic and statistical interest..

Though they continue to occupy the record-rooms of offices in which they were prepared, the occasions on which they are referred to seem to be rare. Their real value consists in the fact that they contain a great deal of detailed information relative to the affairs of the country which can be had in no other repository. It seems desirable, therefore, that these papers should be made available in Calcutta to all who may wish to consult them, and that such a published account of them should be provided as may enable enquirers to ascertain readily what documents are available."⁶³ The recommendations contained in the report briefly were as follows :

- (i) Printed indexes should be prepared to all valuable documents ;
- (ii) Original documents which seem to be of permanent interest should be preserved in a single muniment-room ;
- (iii) Selections or Proceedings of important documents should be published ;
- (iv) Duplicates of valuable papers should be given away to the public institutions interested in them.

Points (i) and (iii) have been discussed in a subsequent chapter.

In a meeting of the Committee held on the 30 October 1861, it was decided that special Departments should be assigned to each member expected to superintend the work done in his own Department. According to this procedure, the members of the Committee examined the records of the Military Department by the end of 1861, of the Office of the Controller of Marine Affairs (latterly Master Attendant) by the end of 1863, of several Account Offices during 1864, also the records of High Court and Financial Department, etc., and prepared lists of papers considered valuable and worth preserving and of those that might be safely destroyed.⁶⁴ In December 1862, information was sought from all the offices in Calcutta regarding the nature of records in their custody. "The result was a recommendation for the destruction of 13,402 volumes and 10,670 bundles of papers as useless and not required for reference or any other

purpose. Presuming that the Government of India would not sanction the destruction of such a great mass of public documents without causing them to be more carefully scrutinizedthe Committee suggested the appointment of a special officer on a salary of Rs. 600 per mensem,...."⁶⁵ for scrutiny of these records. Further enquiries made by the Committee revealed that the records required for current references in various offices were estimated at 16,265 volumes and about 16,000 bundles. The Committee thought that this bulk could further be reduced by a more thorough examination for which another special officer on Rs. 400 per mensem should be appointed.⁶⁶ The Committee further recommended the "immediate establishment of a central muniment room or State Paper Office, and strongly urged the appointment of a permanent Keeper of Records on a salary of Rs. 1000 a month."⁶⁷

In August 1863, the President of the Committee, Seton-Kerr, submitted a revised programme⁶⁸ which was briefly as follows :

(i) Instead of a Central muniment-room "Offices of Permanent Records" should be created in each of the following Departments of the Secretariat and other offices :

- | | |
|----------------------|---------|
| (a) Foreign Office | } India |
| (b) Home Office | |
| (c) Military Office | |
| (d) Financial Office | |
| (e) Marine Office | |

Government of Bengal

Board of Revenue

Inspector General, Medical Department

Public Works ;

(ii) A Government Library of printed books should be established ;

(iii) Printing either of Indexes recast or General Letters or both should be undertaken ;

(iv) Publications of selections from documents should be undertaken ;

(v) Transfer to Alipore Jail or sale in this country or in England as waste papers of all records not meant for preservation, was recommended.

The Government of India asked the opinion of several offices in Calcutta about the first proposal. Most of them agreed to it but the Lieutenant Governor opined as follows : "the Lieutenant-Governor is not inclined to recommend that the Bengal Office be made a permanent Record Office for the receipt of records for the offices subordinate to it. His Honor is convinced that the records of these Offices could not be properly looked after if they were brought into the General Record-room of the Bengal Secretariat. No doubt the mass of important correspondence that is at all worth preserving in the Offices subordinate to this Government comes already, as a matter of course, on the recorded proceedings of the Bengal Secretariat ; but if in addition to these any records are deemed worth preserving, then, in the opinion of the Lieutenant-Governor, one of two things should be done,—either the Office to which the records belong should preserve them, or a Record Office should be established and such an Office, if established, should be a distinct institution with a distinct establishment. The Bengal Secretariat is an Office of quite a different character, and it seems to the Lieutenant-Governor undesirable to amalgamate with it any extraneous duties and responsibilities."⁶⁹

"Should the Governor General in Council approve generally of these proposals, it will be necessary hereafter, on the constitution of a Central Office of Record, to prepare a detailed scheme in each Department, showing the papers that are to be destroyed and those that are to be preserved, as is already the case with the records of Mofussil Collectorates."⁷⁰

The Committee's proposals and the Resolution dated the 3 October 1865 were reported to the Secretary of State. The proposals were approved and the Secretary of State wrote back as follows :

"The preservation and arrangement of public records, and the facility of access to them on part both of the officers of Government and of persons desiring to consult them for

historical or antiquarian purposes, are objects of great importance ; and, although, perhaps, the latter object would be best promoted by the formation of a central muniment-room, I approve, on the whole, your decision to leave the records which are to be preserved in the several Offices to which they belong. I concur in the orders passed by you on the various other propositions submitted by Mr. Seton-Karr."⁷¹

At last, a decision was taken at the highest level and that went against the formation of a Central Record Office. No information is available as to how the records were preserved and arranged by the Departments themselves and in what special manner the "Offices of Permanent Records" functioned. However, the manner in which the *useless* records were disposed of will certainly appear to be interesting to present day archivists.

Towards the end of 1863 the Committee finished examination of records of several offices and prepared lists of papers which might be safely destroyed. The useless papers of the Marine Department, High Court and Financial Department were made over to the Superintendent of Stationery for disposal. Records of all these offices, estimated at "about 1,200 bags in all, were shipped to England as an experimental measure for sale to paper-manufacturers. (This arrangement did not, however, prove successful, the price obtained being £10-17-6 per ton)."⁷² Later on, the Committee examined the records of the Adjutant General of the Army and the condemned papers were sold to paper-manufacturers in this country under order of the Financial Department at Rs. 2/- per maund for torn papers and Rs. 2-8-0 per maund for uncut good waste papers.⁷³ The Committee conducted further examination among the records of the Foreign Department and Home Department and recommended destruction of some more papers. This was not accepted by the Government. Having completed the elimination programme, the Committee interested itself in the preparation of Calendars and other publications based on the old official papers, and some publications were issued in course of several years. This question has been dealt with in a separate chapter.

Wheeler who was an officer in the Foreign Office, was fully occupied with his official duties and for years he could not devote any time to the activities of the Record Committee. For several years he was engaged in compiling a volume of political annals of Bengal, but very little progress was made in his work for want of time. At a meeting held on the 24 August 1869, Wheeler reported that 'in consequence of the very heavy nature of his official labors in the Foreign Office, which had occupied his time and nearly the whole of his leisure for more than two years,' he had been unable to complete the 1st volume of the political annals so long in hand, and that he saw no prospect of relief for many months to come. It was proposed at this meeting to abolish the paid post of the Secretary to the Committee.⁷⁴ Wheeler's appointment in 1869 to the British Burma Commission brought about the virtual extinction of the Committee.

In January 1871, Hume, Secretary to the Home Department, revived the issue and presented before the Government a complete review of the various activities of the Record Committee. He observed in this connection that "a great deal of money has been spent (Mr. Wheeler drew Rs. 36,000) and very little results have been obtained. Year by year the records are decaying; and unless some measures be adopted, it will, before very long, be found that, like the defunct Commission, the objects of their investigations have dissolved themselves."⁷⁵

Accordingly, Hume suggested that each Secretariat should set to work and print its old records, beginning at the very oldest. One of the Under Secretaries was to go through all the papers of a year, bundle by bundle and volume by volume, and make two lists—one of papers he would print, the other of papers he would not print, giving an abstract or description of each paper. He would send those lists with the papers to the Secretary, who would look through the list, refer to any papers which, from their description, he considered to have been entered in the wrong list, and pass for setting up in type the "list of papers to be printed" as finally amended by himself. "Fair proofs of these papers, and the list of papers not printed,

are to be submitted to one of the Members, who could order the omission of any paper printed, or call for and direct the inclusion of any paper omitted. This work should go on steadily ; all the spare time of the press should be devoted to it, and in course of two or three years all the records prior to 1800 would be disposed of. There would be no attempt at literary work, no notes, no illustrations, simply the records, which would thus be preserved from the rapidly approaching destruction that now threatens them, and be rendered available to students of history. Thus done, the work would cost a few thousand rupees, and it would be done, while more ambitious schemes seem doomed to failure."⁷⁶

Hume's suggestions were both sound and practical. He had seen that Committees and Commissions made elaborate recommendations which ended in nothing and clouded the principal issue. Hume's approach had been primarily that of an archivist. Printing of records in *extenso* without editing, notes, illustrations etc., with a view to reclaiming the fast withering records and also with a view to making them more easily accessible to scholars was perhaps first conceived by Hume, who it must be acknowledged, had faced the problem like a mature archivist. It must be remembered that micro-filming did not exist in those days.

Before, however, taking any decision, the Government of India wanted to consult W. W. Hunter in the matter. Hunter had already examined officially the records of the Governments of North-Western Provinces, the Punjab, Oudh, the Central Provinces, Bombay and those of the Board of Revenue in North-West and in Bengal,⁷⁷ and had submitted a report on the same to the Government of India. On the question of establishment of a central muniment-room, Hunter wrote : "In European capitals, where a large lettered class exists, these proposals would be admirable in themselves, and capable of yielding much permanent fruit to the public. But even in Europe such institutions involve the annual outlay of a good deal of money. In India they would cost much more. I observe that the Committee estimates the charge for a Keeper of Records at

Rs. 1000 a month. A commodious and well-fitted building would also be required, and could scarcely be obtained under Rs. 500 a month. The establishment necessary for the permanent preservation of valuable papers in Bengal climate would certainly amount to Rs. 750 per month, and the incidental charges for outside copyists, binders, etc., to Rs. 250 more. Assuming, therefore, that the whole work of sorting out the proper records for the Central Office were done free of expense by the existing establishments in the various Departments, the cost of Central Office alone could not be estimated at under Rs. 2500 per month or Rs. 30,000 a year. It would probably very much exceed this, and the above sum allows nothing for the printing or compiling of a series of selections such as would be the first duty of such an office to produce."⁷⁸

Hunter further stated that a Central State Paper Office in Calcutta would yield no results commensurate with the above outlay. He said : "so far as my experience goes, there is no class of men of letters and leisure in Calcutta to use such a Central Office. This, I think, is a statement which commends itself to every one practically acquainted with Indian literary life. Writers of considerable ability are to be found both in the capital and throughout the rural districts, but they constitute a very small body, and their talents are devoted to the Press or other forms of current literature, rather than to those greater researches which a State Paper Office in a European Capital subserves."⁷⁹ Hunter opined that the first and the most important "function which the Indian Government has to discharge in connection with its records is, not the establishment of a State Paper Office or any similar institution, but the publication of a series of selections from documents of really historical value."⁸⁰

Even a cursory survey of old records between 1748 and 1857 will reveal how anxious the Court of Directors had been to reduce the cost of administration in India. After the mutiny the cost rose much higher. The proposal of Hunter who happened to be a reputed scholar, an expert in handling and utilising old records and an officer of the Government of India,

was, therefore, both attractive and convincing to the Government.

In 1871, an interesting memorandum, by John Jardine of the Bombay Civil Service, on the public records of that Presidency was brought to the notice of the Government of India. The writer dilated on the valuable and interesting character of a special officer to undertake the task of publishing selections from them.⁸¹ This led to some correspondence between the Government of India and the Government of Bombay. The latter proposed (letter No. 2201, dated 3 June 1872) to employ, on the work of selecting and publishing the old records of the Bombay Secretariat, Professor Wordsworth, officiating Principal of the Elphinstone College, 'a gentleman who, in scholarship and literary ability, is eminently well-fitted for the task.' It was proposed to grant him an allowance of Rupees 400 a month for the additional labour to be undertaken by him.⁸²

Following a complete review of the Record Committee's activities, the suggestions made by Hume and Hunter and the proposals submitted by Jardine, Lord Northbrook's Government addressed the Secretary of State a very important Despatch on the subject in December, 1872. The Despatch said: "we cannot but be sensible of the importance of the subject and of the inadequacy of the measures which have had for their object the collation in an accessible form of information bearing on the early days of British Administration in India. We are of opinion that publication of old records is a matter of political importance, and would do much to prevent misconstruction of the policy and motives of Indian Governments. We also see reason to fear that expense is often incurred in collecting information which is actually on record."⁸³

Hunter and Jardine's suggestions were accepted, the idea of establishing a Central Muniment Room was abandoned and all energy was concentrated on the question of publishing series like Calendars, Selections from Records, Press Lists, etc. etc. Hume's suggestion was apparently ignored. But it will appear from the next chapter that his statement that "there would be

no attempt at literary work, no notes, no illustrations, simply the records,...more ambitious schemes seem doomed to failure."⁸⁴ has stood the test of time.

The results of the labours of Professor Wordsworth are little known. Till, therefore, the doyen of Indian Archives, George Forrest, a school teacher in Bombay Educational Service used the records and brought to light extremely interesting selections in 1885 and till the time he insisted that these records should be organised properly, the Government of Bombay was almost oblivious of the need for the creation of a Record Office or reorganising the one which existed there since 1821. Apparently, the Record Office created in that year was in a moribund state. Forrest's work impressed the Government and he was appointed to examine the records. A new Record Office was created in Bombay in or about 1888 as will be found from the Resolution quoted below. The Bombay Government Resolution No. 4964, dated the 30 November 1889, in the General Department reads: "Mr. Forrest's report concerning the progress made in the arrangement and classification of the Government records in the new Record Office is very satisfactory, and credit is due to that gentleman and his subordinates for the diligence with which they have discharged their duties."⁸⁵

T. D. Mackenzie, officiating Chief Secretary, Government of Bombay, wrote about the Record Office on the 18 December 1889 as follows: "...I took the opportunity of going over the new record-room with Mr. Forrest's Head Clerk, who explained to me the system introduced. It appeared to me practical and sound, and likely to facilitate work considerably."⁸⁶ While addressing the Secretary of State on an allied question, the Government of India wrote: "Mr. Forrest has organised an admirable Central Record Office."⁸⁷ Forrest was the first head of the Record Office so created. It is stated that Forrest, who was 45 years of age, was an officer of the 3rd grade of the Bombay Educational Department (on Rs. 750 to Rs. 1000), and received at Bombay an additional allowance of Rs. 150 as Director of Records.⁸⁸

In 1889, the old question of preservation, destruction and publication of records was again taken up. Forrest's activities in Bombay inspired the Government of India who appointed him on special duty to examine their records. Forrest submitted an excellent report in August 1889 and stated : "I consider the time has come when the Government of India should have an Imperial Record Office for all their ancient muniments Give me a building, and in two years I will give you a Record Office which will rank with any Record Office in Europe."⁸⁹

Impressed by the arguments furnished by Forrest, as well as the excellent work done by him, the Government of India described at length to the Secretary of State for India the position relating to records in India and advocated the need for the establishment of a Central Record Office. They wrote : "Each of the Secretariat of the Government of India contains a vast mass of old records which are indifferently housed, which are very seldom consulted, and which are subject, as the result of exposure to damp and insects in this climate, to rapid decay. Up to 1857, when the Proceedings of our Government began to be printed, all these papers are in manuscript and the ink with which they are written is liable to fade and become altogether illegible."⁹⁰

It will be quite interesting to note that what Scott, the Keeper of Records and Muniments, advocated exactly 97 years ago had been reiterated by the Government of India. Their letter further runs as follows : "The record staff of each department deals almost entirely with current records, or at least with records going back (except in certain departments such as the Foreign Office) for only a moderate number of years, and thus the steadily accumulating mass of old papers fails to receive that constant overhauling which is necessary to check the ravages of insects and natural decay. Papers so put away, especially when they are all in manuscript, are liable to pass out of mind and be forgotten."⁹¹

The above citation correctly represents the manner of using records for the purpose of disposing of the current business.

of the Government. It surely proves the theory discussed earlier that Government at various stages of their administration had displayed utter ignorance of precedents and lack of efforts to find them out for efficient discharge of current duties. An appropriate explanation was furnished with an attempt to justify ignorance on the part of the Administration. It was as follows: "The staff acquainted with them in each office gradually disappear, and their successors have neither time nor inclination to investigate the contents of faded bundles which are seldom referred to."⁹² The Government, therefore, not only admitted their lapse but also realised that old papers are necessary for discussion of current affairs. They stated: "These collections require skilled examination in order to bring such as are worth keeping into a condition in which they can resist the ravages of time, and to make their contents available for reference in the discussion of current affairs."⁹³ "Again" they proceeded, "each Department has copies of papers received from other Departments, duplicates, triplicates and multiplicates in print of its own correspondence which needlessly cumber its shelves, and a large mass of papers of a routine nature which may perfectly well be destroyed, but the selections of which for destruction requires the exercise of skilled discrimination."⁹⁴

Forrest was employed by the Government of India for three successive cold seasons in the examination of the records of the Foreign and Military Departments. Thoroughly convinced by the capabilities of Forrest to handle records, the Government of India wrote to the Secretary of State that "he has done excellent work in selecting for preservation, cataloguing, repairing and arranging the papers which has passed through his hands, has proved himself so useful, and we are so sensible of the advantage of employing him continuously in the same work in order that the records of the Government of India may be placed in as satisfactory a condition as those of the Government of Bombay, for which Mr. Forrest has organised an admirable Central Record Office, that we now ask your Lordship's sanction to his retention permanently for the charge of the old records of the Government of India at Calcutta."⁹⁵

The Government further argued : "We are satisfied that there is work, for which Mr. Forrest is peculiarly qualified and which we should have much difficulty in finding another officer to undertake, sufficient to occupy him, with the assistance of a small clerical staff... We may add that we also contemplate utilizing his services in connection with the organisation into a Central Library of the considerable stores of books now in the possession of the different Departments of our Government."⁹⁶ Considering the special qualifications of Forrest the Government of India pleaded that "we think that a salary of Rs. 1,000 rising to Rs. 1,350 will be suitable remuneration for him."⁹⁷

In Forrest the Government found all the qualities and vigour required to organise a Record Office and the Secretary of State for India agreed to the establishment of a Central Record Office⁹⁸ and to the appointment of Forrest as its head. The Imperial Record Department was thus established in 1891. Forrest was appointed a full-time Officer in charge⁹⁹ of the Records of the Government of India with effect from the 11 March 1891. The recommendation of the Record Committee, made thirty years back, for the establishment of a central muniment room thus came to be implemented at last.

The Imperial Record Department was established in 1891 after prolonged deliberations with a view to concentrating in it all the *old records* which were lying scattered in the possession of various Departments of the Government of India. Apparently, at that time, no thought was given to the question of ultimate disposal or care of *current records* which were then in the process of being created. Naturally, therefore, after nine years of the establishment of the Imperial Record Department, the Departments in the Secretariat had again a mass of records accumulated which repeated the age-old problem. This led Government to take a very important decision on archival principle. The Government framed a set of weeding rules. These were intended to serve two purposes. Firstly, that no Departments should accumulate records more than ten years old and, secondly, that records older than ten years

should be concentrated in the Imperial Record Department duly weeded. The Home Department Office Order dated the 30 September 1899 reads as follows :

"*Records.* The following are the rules for the destruction of the superfluous papers and records of the Home Department (whether at Calcutta or Simla) which have not been transferred to the custody of the Officer in Charge of the Records of the Government of India. Ordinarily all records in Calcutta older than 10 years will be made over to this officer duly weeded. In Simla it is necessary for the Department to keep copies of some of the old papers."¹⁰⁰ A brief summary of the weeding rules is given below :

(1) *Periods of Weeding*—Weeding to be done twice annually—January and February at Calcutta and July and August at Simla.

(2) *Printed Monthly Proceedings volumes of the Home Department*—Four copies of five year old proceedings are to be kept.

(3) *Proceedings of Home Department Printed in Calcutta Form*—Important and unimportant to be separated.

(4) *Printed Monthly Proceedings Volume of Local Government*—Proceedings older than ten years to be sent to the Record Office, Calcutta.

(5) *Spare copies*—Two copies to be kept, rest destroyed.

(6) *B. Proceedings*—Unimportant and routine papers are to be destroyed.

(7) *Deposit Proceedings*—To be destroyed, but Printed Deposit Papers are to be preserved.

(8) *Gazette of India*—Two copies are to be kept.

(9) *Local Government Gazette*—One copy to be kept.

(10) *Army and Civil Lists*—One copy to be kept.

(11) *Directories and Calendars*—One copy to be kept.

The above decision was either forgotten in course of time or became inoperative. The departments were found to have retained with them records for a longer period and in some cases more than 50 years, and this practice is in vogue till to-day.

The Imperial Record Department was located in a part of the Imperial Secretariat Buildings, Government Place West, Calcutta, since its inception up to 1936. It was not a specially designed building meant for a Record Office but just an ordinary old fashioned government building with long wings which were converted to stack rooms. The Government of India apparently did not wish to construct a special building for the new Record Office when it was created in 1891. On this question, the opinion of the Military Member was that : "Bombay Government has just constructed a magnificent building for the custody of their records. We of course should not be able to carry out the business on the same magnificent scale. But if the records of the Government of India can not be so well housed as those of the Bombay Government, still perhaps they are at least as valuable and worthy of conservation in some building or other."¹⁰¹

With the transfer of capital from Calcutta to Delhi in 1911, the question of removing the records of the Government of India to the new capital was considered expedient. In his Minute dated the 12 October 1912, Lord Hardinge decided that a Record Office building should be constructed in Delhi. The Minute states : "It is proposed to build a Central Record Office sufficient to hold all the records of the Government of India with the exception of 10 years' current records, which will be left with the Departments, and to provide for expansion."¹⁰² A building was constructed in New Delhi and completed in its present form in 1926. The massive stone structure which stands at the cross road of Rajpath and Janpath, New Delhi, has only one face built on the Janpath. The original plan was to have similar fronts constructed on the three remaining sides. The building constructed 35 years ago, does not meet all the requirements of a modern archives building as is advocated by the western countries. Nevertheless, it is one of the biggest in Asia with modern facilities and is equipped now with the latest machinery for preservation of records and a fully organised microfilming unit.

In 1914, the Second Report of the Royal Commission on

Public Records in England made some recommendations regarding the general arrangements for the preservation and maintenance of Public Records in India.

Among numerous valuable contributions made in that Report, one by Sir George Forrest reveals an interesting feature of Indian archives. Sir George, the doyen of Indian archivists, suggested a future policy which is laid down in the following remarks made by William Foster : "In conclusion a few remarks may be made on the memorandum drawn up by Sir George Forrest and printed (as already stated) by the Commissioners on page 120 of Cd. 7545. Much of this is taken up by an account of his own work in connection with the records in India, but he also makes certain suggestions as to future policy. One of these is that a record office should be started in every province, and that the records of the various districts should be concentrated therein. With regard to this it may be remarked that a similar suggestion formed part of the proposals put forward by Mr. S. C. Hill in 1902. On these the Government of India invited the opinions of the various local administrations, and after considering the replies, decided that no sufficient case had been made out for adopting a general scheme of centralization. It may be added that the recent publication of two volumes of Bengal District Records, under the editorship of Archdeacon Firminger, encourages the hope that, in Bengal at least, the importance of these records is properly recognized. At the same time it is rather disturbing to notice that he found some of the Midnapur records in bad condition. In Madras the inspection of the District records offices has been included among the duties of the Curator of the Central Record Office ; and should a similar office be created in Bengal upon the removal of the Imperial Record Office to Delhi the question of giving the new official a like duty in connection with local records might well be considered. It is also much to be desired that the local Governments should follow the example set at Madras in printing freely the older records, especially those that show signs of decay."¹⁰³

After a prolonged discussion, the Government of India

made certain specific recommendations in 1918 to the Secretary of State. Among them items relevant to the present topic were :

(iii) a Historical Records Commission was to be appointed to advise as to the treatment of archives, the facilities for research, the expenditure on publications and other cognate questions and brief annual reports to be submitted by local Record Offices ;

(iv) the proposed Commission will consider the question whether older district records should not be concentrated in the Provincial Record Offices and the older provincial records in the Central Record Office at Delhi.¹⁰⁴

The Secretary of State approved the proposals but expressed grave doubts and rightly so, as to the advisability of such removal of records as was contemplated in item (iv) above, specially in the case of Madras and Bombay records, in view of the local sentiment and the consideration that this would deprive the local scholars of easier access to these records. The letter from the Secretary of State for India dated the 19 July 1918 reads : "With regard, however, to the last item (iv), while offering no objection to the suggestion that the Records Commission should discuss the question of concentrating at Delhi the older provincial records, I desire to have an opportunity of considering the matter further, before any decision is reached. Apart from the increased climatic risks to which you refer, I feel grave doubts as to the advisability of such removals, especially in the case of Madras and Bombay records. Your letter recognises that local sentiment will probably be strongly opposed to the proposal ; and it seems to me that any possible gain may be more than counterbalanced by the loss of opportunity for local scholars. As Your Excellency is aware, much valuable work has been done in the past at Madras and Bombay, which would have been impossible had not the records been available on the spot."¹⁰⁵

The Indian Historical Records Commission was constituted in 1919 but the question of the transfer of District records to the Provincial Record Office and those of the Provincial Governments to the Imperial Record Office was never considered by

it. The Commission had been carrying on its activities till to-day.

After the transfer of power in India in 1947, the records of the defunct British Residencies and Political Agencies in India were concentrated in the National Archives of India, New Delhi.

1. *A Hand Book to the Records of the Government of India*, pp. 4-7.
2. Home Department, Public, O.C., 7 July 1794, No. 11
3. Home Department, Public, O.C., 10 October 1794, No. 5
4. Home Department, Public, O.C., 13 March 1775, No. 13(a)
5. Home Department, Public, O.C., 13 March 1775, No. 1(b)
6. *Laws and Regulations*, by J. H. Harrington (1821), Pt. I, Section II, p. 187.
- 7-8. Home Department, Public, O.C., 7 July 1794, No. 11.
- 9-10. Home Department, Public, General Letter to Court, 11 February, 1756, para 69 and 29 December 1759, para 84.
11. Home Department, Public, O.C., 7 July 1794, No. 11.
12. Law Department Proceedings, 20 June 1796, No. 1-2.
13. *Selections from Unpublished Records of Government, 1748-1767, inclusive*, Rev. J. Long, Vol. I, (Calcutta, 1869), Preface, p. 1.
14. *Ibid.*, p. 492, No. 939.
15. Home Department, Public, B. S., 23 September 1783.
16. *Ibid.*
17. Home Department, Public, General Letter from Court, dated 21 September 1785, para 50.
18. Home Department, Public, O.C., 24 October 1787, No. 5.
- 19-20. Home Department, Miscellaneous Vol. 116, pp. 3-4, 7.
21. Home Department, Public Despatch to Court dated 30 April 1797, paras 85-88.
22. Home Department, Public, O.C., 27 March 1797, No. 57.
23. Home Department, Public, O.C., 28 April 1797, No. 9.
24. Home Department, Public, O.C., 29 May 1797, No. 25.
25. Home Department, Public, O.C., 29 May 1797, No. 26.
26. India Office Copy, Home Department, Public, O.C., 27 March 1797, No. 58.
- 27-29. Home Department, Public, O.C., 6 November 1797, No. 28.
- 30-31. Home Department, Public, O.C., 13 September 1811, No. 39.
32. Bengal Government, Board of Revenue (Miscellaneous), O.C., 19 November 1811, No. 42.
33. Bengal Government, Board of Revenue, Revenue Department O.C., 13 June 1815, No. 42, paras 5, 6, 10-12, 15, 17.

34. Bengal Government, Territorial (Rev.) Department, O.C., 17 March 1820, No. 1, para 8.
35. Home Department, Miscellaneous Volume No. 432, Territorial Department, Resolution, dated 17 March 1820.
36. *Hand Book of the Bombay Government Records*, A.F. Kindersly, p. 1.
37. Home Department, Miscellaneous Volume No. 432.
38. *Ibid*, paras 12, 16, 23, 24, 29, 30, 34, 36.
39. Foreign Department, Political Branch, O.C., 22 April 1820, No. 68.
40. Home Department, Miscellaneous Volume No. 432.
41. *Ibid*.
- 42-43. *Ibid*.
44. Bengal Government, Board of Revenue, O. C., 19 December 1828, No. 46 ; also see *Bengal Government Catalogue of English Records*, 1758-1858, pp. 79-80.
45. Home Department, Revenue Consultation 18 July 1851, No. 1-5.
46. *Ibid*, 27 February 1852, No. 1-4.
47. Foreign Department, Political, O.C., 13 May 1802, No. 14.
48. *Ibid*.
49. Home Department, Public, O.C., 7 April 1803, No. 1.
50. Home Department, Index, Public, 1820 (O. C., 7 July 1820, No. 3).
- 51-52. Home Department, Public, O.C., 3 May 1843, No. 1-2.
53. Home Department, Public, O.C., 22 March 1850, No. 60.
54. *Ibid*, No. 61.
55. Home Department, Public, O.C., 18 March 1853, No. 30.
- 56-58. Home Department, Public, O.C., 29 April 1848, No. 18.
59. Home Department, Public, O.C., April 1848, No. 19.
60. Home Department, Public—A., O.C., December 1872, No. 647-654, p. 1, para 1.
61. *Ibid*, p. 2, para 3.
62. *Ibid*, p. 3, para 7.
63. *Ibid*, p. 3, para 8.
64. *Ibid*, p. 5, 6, paras 13-15.
65. *Ibid*, p. 10-11, para 27.
66. *Ibid*, p. 11, para 28.
67. *Ibid*, p. 11, para 29.
68. *Ibid*, p. 11-12, para 30.
- 69-70. *Ibid*, p. 16-17, para 43.
71. *Ibid*, para 34, and Despatch to Secretary of State, No. 95, 13 December 1872, para 12.
72. *Ibid*, p. 6, para 15. *
73. *Ibid*, p. 6, para 16.

74. *Ibid.*, p. 7-8, para 20.
75. *Ibid.*, p. 19.
76. *Ibid.*
77. *Ibid.*, p. 3772.
- 78-80. *Ibid.*, p. 3772-3773.
- 81-82. *Ibid.*, Despatch to Secretary of State, No. 95, 13 December 1872, paras 19-20.
83. *Ibid.*, para 21..
84. *Ibid.*, p. 19.
- 85-86. Home Department, Public—A, Proceedings March 1891, No. 24-42, p. 12.
- 87-88. *Ibid.*, p. 98.
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- 93-97. *Ibid.*
- 98-99. *Indian Historical Record Commission—A Retrospect*, p. 35.
100. Home Department, Public—A, October 1899, No. 227-28, pp. 21-27.
101. Home Department, Public—A, Proceedings, March 1891, No. 24-42, p. 43.
102. Home Department, Public—Deposit (Printed), January 1914, No. 27, p. 6.
103. Department of Education, General—A, October 1915, No. 19-21.
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105. Education Department, General—A, August 1919, No. 1-21, & K. W.

USE OF ARCHIVES

Records are preserved for use either by the creating agencies or by research scholars. The proper utilization of records involves several factors, namely, concentration of records in one place, or the establishment of a Record Office, proper arrangement of records, and preparation of their reference media. Opinion as to how records are to be concentrated at one place, how they should be arranged and how they should be made available for use both by the creating agencies as well as by research workers, has, however, differed from time to time, country to country and government to government. We shall study in this chapter how the East India Company and its successor Government came to establish rules and regulations concerning the utilization of records. For the sake of convenience the discussion may be divided into two parts *viz.*

- (i) Access to Records and
- (ii) Publications Based on Records.

ACCESS TO RECORDS

The first request for the study of the East India Company's records seemed to have been made in 1797, when Samuel Jones applied to Government seeking permission to consult records of the "Publick Department" for his proposed publication of an Annual Register. His project was to publish a "Bengal Annual Register for 1798—of his Majesty's and the Hon'ble Company's Civil and Military Servants, including the Supreme Court etc."¹ on the lines of similar works which were then available in England. He sought permission to consult Public Department records for getting the "correct information about the Gentlemen in the Hon'ble Company's Civil Service, as well as the situation of Persons out of the Service."² All that Jones wanted was the authority to print the Register and declare that it was published "by the authority and with the Permission of

the Hon'ble Governor-General in Council." It is not known whether he received the permission.

Then in 1798, J. T. Brown, Reporter of External Commerce, applied to the Government for permission to consult records for the preparation of his Statistical Reports. Brown considered that the records of the Calcutta Collectorate and also those in the Office of the Sheriff of Calcutta would be valuable for his research. But since direct access to these records was not possible, he wrote to the Secretary to the Board of Trade in August 1798 as follows: "I have received your letter of the 14th Instant authorising the Prosecution of my Statistical Reports. I have to request that the Board will be pleased to recommend to the Governor General in Council to direct the Collector of Calcutta to permit me to have access to such Documents in his Office as may tend in my opinion to elucidate the subject, as Mr. Gladwin does not think himself empowered to grant the same at present....and I have also to request, that a similar Direction may be given to the late Deputy Sheriff Mr. James Taylor, as was addressed to the present Sheriff of Calcutta."⁴

The next person who sought permission of the Government for publication of statistical accounts of every kind concerning the state and progress of the country on the basis of the records of the Government was James Hume, a Magistrate of Calcutta. He had the privilege of discussing his proposal with Lord Hardinge. Thereafter, he wrote in December 1847: "I avail myself of your permission to commit to paper the subjects upon which we conversed on Monday morning. I expressed to you my wish to arrange and publish, from time to time, such a work as should bring together and preserve all valuable records concerning the state and progress of this country and its people, with statistics of every kind procurable by private exertions or public returns."⁵ He further argued that "much valuable time has frequently been wasted by able men in recommencing enquiries on various matters upon which the authorities have desired information, that have already been the subject of anxious enquiry and even intelligent reports and this simply

because they have not been disposed of at the moment but allowed to remain with Departments in which they have been forgotten."⁶ It is true that the Government had to waste much valuable time to collect information from their own records because they themselves were ignorant about the contents of the records. He contended that occasional publication of statistical works of the type envisaged by him would "insure an Encyclopedia of information, of utility to the Government, of interest to all, and what is of the last importance, immediately accessible."⁷

Barlow, Secretary to the Public Department, did not however support the scheme and he informed the Governor General that "a large number of printed copies of Court's Despatch was struck off and sent to the Governments of Bengal, Madras, Bombay and the North-Western Provinces for distribution among the officers of Government in all Departments likely to be able for their public situation to afford valuable information, as well as to Gentlemen out of the Service, European and native, who from their habits and acquirements it was probable might be able to contribute useful information on the subjects indicated by the Hon'ble Court."⁸

Barlow probably failed to realise the object Hume had in view, so much so that even when the Court of Directors informed the Supreme Government in India that a Statistical Department had been formed in England and that the Court wanted to have statistical information from India, he wrote to the Governor General that "The Government of India did not see the necessity for any further arrangement of the statistical information that might be obtained, than the separate collection of all documents received, and the transmission to the India House of the Collections when tolerably complete."⁹ This action might have sufficed so far as the supply to the Court of statistical information was concerned ; but this did not meet with the claim put forward by Hume. His idea was to prepare an Encyclopaedia of Information based on original records of the Government.

Lord Hardinge, the then Governor General, however, left the matter for the consideration of his successor Lord Dalhousie,

who felt immensely interested in Hume's project of publishing the government records. He wrote in his Minute dated the 10 April 1848 that "Before Lord Hardinge quitted India he brought under my notice a project wh. had been submitted to him by Mr. Hume one of the Magistrates of Calcutta, for the publication of two separate works. The first was a collection of records showing the state and progress of this country and its people with all Statistics bearing on the subject which might be Procurable....I consider this work wd. be one of great utility to the Government and the public."¹⁰ The Governor General in giving Hume the permission to consult records emphasised a very important principle of archives administration. He wrote in the Minute : "I warmly enter into his views and wd. propose that the consent of the G. G. in C. should be given to his proposal, with the understanding always that the Govt. must retain absolutely in their own hands the power of prohibiting the publication of any reports, wh. they may think it right in consideration of the public interest to withhold."¹¹

For fifty years from 1797 to 1848 researchers had of course to abide by the above principles before they could utilise official records. But in 1849, we come across an instance of unauthorised use of records which is of unique historical importance.

Joseph Cunningham while in the political service of the Company wrote a book entitled, *History of the Sikhs*. He utilised official papers of the Government without caring to obtain prior permission. He addressed a letter to the Court in connection with the publication of the book and instructed his brother in London to arrange for its publication. The Despatches from and to Court of Directors on the subject of the use of records without proper grant or sanction are so interesting, that it is difficult to resist quoting them in *extenso*. The Court wrote :

"Our attention has been called to a work entitled "A History of the Sikhs, from the origin of the Nation to the Battles of the Sutlej, by Joseph Davey Cunningham, Lieutenant of Engineers, and Captain in the Army of India."

"The author in his preface, in order "to show to his readers that he has at least had fair means of obtaining accurate information," states that "towards the end of the year 1837, he received "the appointment of Assistant at Loodiana ; and the officer in charge of the British Relations with the Punjab ;" that he was subsequently employed under the "Frontier Agent Mr. Clerk ;"—that "from the middle of 1843 till towards the close of 1844, he held the post of personal assistant to Colonel Richmond, the successor of Mr. Clerk" ; that he "was thus living among the Sikh people for a period of eight years," and "had at the same time free access to all the public records bearing on the affairs of the frontier" ; and that "it was, after being required in 1844 to draw up reports on the British connections generally with the States on the Sutlej, and especially on the military resources of the Punjab, that he conceived the idea, and felt he had the means, of writing the history which he now offers to the public." He adds that, at the conclusion of the campaign on the Sutlej, Viscount Hardinge was "unexpectedly pleased to bestow upon him the Political Agency of Bhopal and its surrounding districts ;" an office which we believe, he is still holding.

"In prosecution of the idea that his position and employment gave him the means of writing his contemplated history, it appears to us that Captain Cunningham for his private use, either made an exact copy, or took copious notes, of official papers to which he obtained access as a confidential servant of the Government.

"There cannot, we think, be a doubt that...for such a proceeding, Captain Cunningham could not have had any authority from the Government who trusted him and we might therefore pass at once the sentence which in our opinion, the good of the public service undoubtedly requires.

"We will, however, give to Captain Cunningham the opportunity of making, if he can, a satisfactory explanation. You will therefore on the receipt of this dispatch, call on that officer for an immediate answer to the following questions : When in the sixth and following chapters of his work, he tells

the readers to "see" or "compare" such and such documents, of which he professes to give the dates and to state the purport, does he, in all cases refer to collections accessible to the Public ? If not, can he produce any authority permitting him to publish to the world, documents entrusted to his custody, as an officer deemed worthy of implicit confidence ?

"Should Captain Cunningham not return within a very limited time, any answer to these questions ; or should such answer as he may return, fail to satisfy you that he is innocent of the offence with which we think him justly chargeable, you will, without further reference to us, and at the earliest possible moment, remove him from all political employment.

"It will remain for subsequent consideration whether additional punishment ought to be inflicted. But we cannot permit an officer to continue in the political department one moment longer than we can help it, who shall convert to any unauthorised use, the official documents placed within his reach."¹²

Captain Cunningham quickly furnished the following explanation : "In reply, I beg to state that in very many cases, I do not, in the book in question, refer to documents accessible to the general reader but as I wished it to be published in London and not in India, I addressed the Secretary to the Court of Directors on the subject and I forward for your information a copy of the letter in question together with a copy of the reply of Mr. Deputy Secretary Dickinson dated the 17th August last to the address of my brother, resident in London, to whom I had instructed the publication of the work after sanction should have been obtained."¹³

Captain Cunningham asked to be pardoned. But Lord Dalhousie's Minute dated the 4 July 1849 decided his fate. It is extracted below : "...In his reply now before me Captain Cunningham admits that very many documents which were not accessible to the public have been quoted in his book. He further admits that he received no authority for the publication of them from the Government of India, and did not apply for it.

"Captain Cunningham, however, states that he applied for and received the sanction of the Hon'ble Court of Directors to the publication of his work.

"Upon reference to his correspondence with the Court I find that the Court informs him in reply to his application that "the publication of the work in question must rest on the discretion of the author but that the Court can be no parties to it."

"They pointedly add "that the author will remain as entirely responsible for the opinions and statements contained in it, as if he had not made the Court any communication on the subject."

"...consequently that he has been guilty...of the impropriety and indeed dishonesty of using official document without permission ;

"...I shall...at the earliest possible moment remove him from all political employment accordingly."¹⁴

Thus irrespective of Captain Cunningham's high official position and the recognition of his merit in official work, the Court of Directors did not hesitate to remove him from all political appointments for unauthorised utilisation or misuse of official documents for his personal benefit. This will clearly show that what the Court declared about fifty four years ago in September 1785 as their determined policy regarding misuse of official papers for personal ends, came to be applied in the case of Captain Cunningham. It may be added that the policy adopted by the Court in 1785 is still in force in India.

Having laid down the fundamental principle regarding the use of government records, Lord Dalhousie introduced another very substantial reform in connection with the publication of the second report of administration of the Punjab. The then prevalent system of writing reports prompted His Excellency to write a lengthy minute in 1854. His Excellency did not like the mode and manner in which these reports were compiled and he suggested an overall change. The question of their utility to the Government and the people was revived. His

Excellency circulated his minute among the members of the Council for an expression of opinion separately by each. The proposals received unanimous support from the members of the Council. One of them, J. Low recorded his views on the 25 November 1854 as follows : "It has for many years past been a subject of great regard to me—(a feeling which was much increased in 1852, when there was such an out-cry in England against the alleged sins and shortcomings of the East India Company)—that the principal measures of government for the management of British India were so little known to the public either in Europe or in Asia."¹⁵ The same Honourable Member thought that "the secrecy which was maintained in regard to almost all the Government records of India in Bygone ages, would be quite unsuited to the present times, and I should be equally surprised and disappointed if the Plan of proceedings respecting certain official Reports now recommended by the Marquis of Dalhousie were not readily adopted by the Honble Court of Directors."¹⁶ Low was convinced that "the adoption of the plan in question will not only enhance the reputation in Europe of the East India Company for liberality and justice, but that it will also soon produce highly beneficial effects in India,..."¹⁷

Lord Dalhousie's proposal backed by the opinion of the Members of the Council including that of Low as quoted above was sent to the Court of Directors for decision. The Court's letter dated the 2 May 1855 on this question is of great interest and it reads : "The Governor General proposes, and the members of Council severally record their concurrence in the proposal, that a General Report on local administration shall be furnished to the Supreme Government, by the Subordinate Govts...and it appears to be intended that these Reports shall be published, though it is not formally so stated in the Governor General's Minute."¹⁸ The Court wished that the reports should be compiled in such a manner that they embody the various activities of the governments and also that they might prove interesting to the public. The Court continued : "we think it desirable that Compendious Reports exhibiting the

results of the administration of India, should be prepared in the several Presidencies, Lt. Governorships, Commissioners, and Residencies specified, in such a manner as would faithfully represent to the Supreme Government the working of the several departments and at the same time be interesting to general readers."¹⁸ The Court emphasised that while the reports should incorporate a complete review of the activities of the governments, they should avoid details. The Court further stated that the reports should be so compiled as might be useful to researchers. Para 3 of the letter reads as follows : "A list of documents illustrative of positions in the text, might be subjoined, as a guide to the enquiries which the Supreme Government might desire to institute and as an aid to the researches of those who might be disposed to go deeply into any portion of the subject ; researches which the ready access to the Records, given by your Government and by us will always facilitate. . . . We shall leave it to you to print and publish such a digest of the whole as may be generally important and interesting."²⁰

The Company's government were apparently obsessed with the idea that their administration and activities in India had been a subject of scathing remarks and baneful criticism at Home. This sentiment had been emphatically expressed in Low's note referred to earlier. The Court fully endorsed this view and, in paras 4 and 5 of their letter, they held that "We may observe, however, that if the Public are not fully acquainted with the affairs of India, it is not from any deficiency of materials. . . . Many works have also been published under the authority of the India Governments or by individuals at home who have availed themselves of the allowed facility of access to the Records. There is not a topic of interest or information, in connection with our Indian Empire, on which abundant information does not exist in a published and available form. The interest in Indian Affairs scarcely extends, as yet, beyond those who are directly or indirectly connected with the Indian service, except under occasional excitement of some particular question. The proposal under consideration may tend to extend this

interest and we shall be glad to see it carried out in the manner we have suggested.”²¹

The Supreme Government took an expeditious decision owing perhaps to the influence of Lord Dalhousie. The letter from the Court was dated London the 2 May 1855 and it was recorded in the Home Department of the Government of India on the 21 September 1855. On the 23 November the same year the Supreme Government adopted a Resolution on the subject. The Resolution, which is interesting, is reproduced below in full :

“The Honble the President in Council in concurrence with the sentiments of the Most Noble the Governor General, being of opinion that a well regulated system of publication is calculated to be of essential service both to the Govt. and to the Public is pleased to resolve that henceforth official papers on all points which are of material interest to the public shall be given to it while the interest is still fresh.

“The publication of official papers must invariably be made with the caution, and under proper regulations, and the previous sanction of each Govt. must be obtained for publication in every case.

“In selecting paper for publication, political papers and Military papers, as a general rule are not to be given and publication is to be limited to documents relating to matters in which the public have a direct concern even in the case of papers of the last mentioned description the President in Council considers that despatches on subjects still under discussion and fragments in local Govts should not be given.

“The President in Council is accordingly pleased to resolve that a room in one of the Secretariat Offices at each seat (Calcutta, Agra, Madras, Bombay, Singapore) of local Government and in the Home Office of the Govt. of India, shall be set apart in which access to each documents as may be placed there, shall be allowed. This room shall be open to the representatives of all newspapers of a respectable character, who shall be at liberty at their own cost, to make copies of or

Extracts from such of the said documents as they may select for publication.

"The Secretary to the Govt. in each Department shall submit once a week, or at each Council day a list of papers it may be proposed to place in the public room. The Govt. will thus know and be responsible for what is made public and due caution will be enforced.

"The President in Council desires that a weekly list of papers thus to be made public by several local Governments shall be submitted regularly for the information of the Govt. of India."²²

A copy of the above Resolution was forwarded to various Governments and departments for guidance and a copy was published in the *Calcutta Gazette* for general information.

To sum up, the anxiety of the Supreme Government and the Court of Directors to make available to the public official facts on certain activities of the Company in India led them for the first time to lay down a set of rules regarding the public access to official records. A public room where investigators could work was created in each department of the Supreme and Local Governments. Newspaper representatives were permitted in these public rooms. These were subsequently known as "Editor's room."²³

As discussed earlier, the Government of India appointed a Record Committee in 1861 with a view to examining all relevant questions regarding old records which had been accumulating for ages in various Departments of the Secretariat and other offices subordinates to them. After examining records for the period from 1748 to 1833 in various offices, the Committee recommended that their "real value consists in the fact that they contain a great deal of detailed information relative to the affairs of the country which can be had in no other repository. It seems desirable, therefore, that these papers should be made available in Calcutta to all who may wish to consult them, and that such a published account of them should be provided as may enable enquirers to ascertain readily what documents are available."²⁴

Between 1861 and 1869 the above views were reiterated by the Committee on different occasions. The principle of access to records was approved by the Secretary of State as follows: "The preservation and arrangement of public records and the facility of access to them on part both of the officers of Government and of persons desiring to consult them for historical or antiquarian purposes, are objects of great importance."²⁵

The efforts of the Committee turned to be merely academic and it ceased to function in 1869. But as the problems of wanted and unwanted records could not be deferred long, the entire issue had to be revived. But this time considerations were on the lines other than the access to records. When the opinion of W. W. Hunter was sought for on this issue, he remarked that "writers of considerable ability are to be found both in the capital and throughout the rural districts, but they constitute very small body, and their talents are devoted to the Press or other forms of current literature, rather than to those greater researches which a State Paper Office in a European Capital subserves."²⁶ Hunter recommended publication of selections from records as a more useful proposition.

Since then access to records was given mainly through the issue of publications based on records. Even after the Record Office was established in 1891, the access to records was not easy. In 1914 the Second Report of the Royal Commission on Public Records in England made some recommendation on Indian records as well. As a result of a prolonged discussion on them, the Government of India decided to appoint a permanent body—a Historical Records Commission²⁷ to advise them on all archival questions including the facilities for research. The Commission was constituted in 1919 and at its instance a set of rules governing access to records of the Government of India was framed for *bonafide* historical research purposes²⁸ in 1925 for the first time. The access to records was restricted to certain classes of records for the period from 1748-1858.

In 1943, again at the instance of the Commission, the Government of India decided to throw open their records from the earliest period down to 1880 for *bonafide* historical research. In 1949, the period was extended up to 1901. Papers belonging to the later period could be consulted subject to the new rules framed for the purpose.

PUBLICATIONS BASED ON RECORDS

We now turn to the next question of issuing publications of official documents. Ever since 1839, this question had been continuously discussed at the government and public levels for over one century. The historian's view is that it is the responsibility of the Record Offices to issue critical publications based on records, whereas the archivists hold that their business is primarily to preserve archives and that any publication that might be issued by a Record Office should only in *extenso* be printed from original records, so that the records in original form are made available to scholars. The conflict of the above two principles is traditional in India. Excepting Madras Government Record Office, all other governments in India had been issuing critical publications based on records. Madras on the other hand was the only unit in India which was against this principle and had been following its own scheme of printing in *extenso* of original documents.

So far as the records of the Central Government are concerned, it appears that as early as 1822 the scheme of issuing selections from records was initiated by the Home authorities.⁸⁹ A similar selection from records was again brought out after five years and one hundred and fifty printed copies of the new publication were sent to the Government of India for distribution.⁹⁰ The object of sending the above publications of records from the East India House was apparently to encourage similar activities in India on the basis of the records available here. The idea was soon taken up by the Government of India and after two years of the receipt of the second consignment of publications as mentioned above, the Government of India themselves decided to issue similar works. In 1830, the

Secretary informed the Vice-President of the Council that 250 copies of the compilation regarding the 'Steam Navigation of this Country' had been printed by the Government Gazette Press and that one copy was delivered to the Governor General, one copy to the Hon'ble Bayley and 12 copies to Capt Johnston by order of the Governor General.³¹ The book was written by Captain Johnston.

The earliest reference laying down a definitive policy regarding the printing and issue of publications based on official documents, can be traced as far back as 1839. In 1839 the Court of Directors wrote to the Governor-General of India in Council as follows: "We propose from time to time to print and publish such information as may come before us calculated either to extend the knowledge of the productions of India to increase their amount, improve their quality or give a stimulus to the demand for them and we desire that you will cause similar measures to be taken for effecting the same objects throughout India."³²

The above principle was probably evolved out of the Public Records Act of 1838 which was passed for ensuring the safe custody of Public Records in England. In Section XIV of the said Act it was provided that "it shall be lawful for any One of Her Majesties Principal Secretaries of State to cause to be published from Time to Time, such Calendars, Catalogues, and Indexes of the Records, and also such Records, in the custody of the Master of the Rolls shall recommend as fit to be printed ;..." Section XV provided that the printed copies of Records publications should be placed on sale to the public. This was probably the beginning of all efforts made in India in later years for publishing records.

It appears that the Supreme Government in India had to their credit a number of publications as detailed below :

- (i) Selections from Records of Government
- (ii) Annual Reports of the Revenue Administration
- (iii) Annual Judicial Report of the Sudder Court
- (iv) Annual Report of the L gal Remembrancer
- (v) Annual Report on the Police, Lower Provinces

- (vi) Annual Report of the Calcutta Police
- (vii) Annual Educational Reports
- (viii) Annual Commercial and Shipping Reports of the Straits
- (ix) Annual Reports on Civil Buildings
- (x) Half-yearly Reports on Government Dispensaries

These publications were intended for official use only.

On the 8 November 1853, a request was made by the Secretary, Bengal Chamber of Commerce, Calcutta, to the effect that the government publications from records and other official reports on subjects of public interest should be supplied to his office for the use of the Chamber.³³

The above request led Government to arrive at a very important decision. For the first time, the Government decided to place the official publications on sale to the public at a fixed rate. The Resolution which was adopted on 8 December 1853 runs as follows : "The M. N. the G. G. in CL remarks that there are many official papers non-printed which are of interest to and would gladly be purchased by the public if offered for sale. Some of them are noted on the margin."³⁴ (Ten items mentioned above). "H. L. in CL therefore thinks it advisable that a certain number of copies of *all* records printed for distribution by the Supreme or any of the subordinate Govts. should be printed also for sale over and above the number required for the use of officers of Govt. and deposited with the principal Booksellers at the several Presidencies for disposal at a fixed price. It must necessarily be left discretionary with the other Deptts and the several local Govts to regulate the number of copies of each paper to be struck off for sale according to the request and the amount of interest which the public are likely to take in the publication."³⁵

Here was then a departure from the practice of utilising official publications for official purpose alone. Incidentally, a Despatch from Court No. 62 of 6 June 1855 also ordered that the publication of important Despatches from the Hon'ble the Court of Directors should be used for general information.³⁶

As a result of all these, copies of the Selection No. VIII from the Records of the Government of India which was a report published in 1855 on the Metalliferous deposits of Kumaun and Garhwal by W. I. Herwood³⁷ were placed on sale to the public with Messrs Thacker and Co., Lepage and Co., D'Rozario and Co. and Hay and Co.³⁸ "at one Rupee a copy."³⁹

Once the above principle was accepted, it was felt that numerous reports which were published by the Supreme Government necessarily contained some details of administration should be made available for the public. On 22 August 1856, M. W. Townsend, Editor of the "Friend of India" newspaper addressed from Serampore a very interesting letter to the Supreme Government, proposing to undertake to prepare a digest of all reports of the various governments. The letter reads as follows :

"Mr. Leoni Levi, the well known writer on Commercial Jurisprudence has recently commenced a new undertaking. It is a condensation of all Blue Books and other publications issued by the Imperial Parliament. The work promise to convey within a reasonable space all information now locked up in those ponderous productions."⁴⁰

"I propose to do for *India*, what Mr. Levi is doing for England ;—to reduce all the *Records* published by the five Governments of India to reasonable dimensions ; to present all the information scattered over India in a condensed and readable form ; to compare when Expedient the information from different Presidencies ; and add, when necessary comparative Statistics from European records."⁴¹

"Should the Government of India accept my offer, I must ask that a copy of all Records published by all the Governments may be sent to me through the Home Department."⁴²

Townsend's proposal was interesting and useful. The Government of India at once accepted it and entrusted him with the work. The Government also informed the Court of Directors on the 16 October 1856 as follows : "You will perceive from the accompanying papers that we have entered into an agreement with Mr. Townsend who is the Editor of the

"Friend of India" Newspaper for the preparation of an Epitome (on the model of Professor Levi's Annals of British Legislature) of the Records published under the authority of Government in all parts of India."⁴³

The new trend relating to the issuing of publications from records was thoroughly examined by the Record Committee which was set up in 1861. The Committee made the following recommendation on this point: "In dealing with this vast mass of records, the primary considerations are,—how the documents to be preserved may be best secured from injury, and rendered most readily accessible for reference. The greater portion of the papers has long since passed from the stage of practical official usefulness into that of purely historic and statistical interest...It seems to be desirable, therefore, that these papers should be made available in Calcutta to all who may wish to consult them, and that such a published account of them should be provided as may enable enquirers to ascertain readily what documents are available."⁴⁴ In order to achieve these objects, the Committee proposed the following:

(i) Printed Indexes should be prepared to all valuable documents;

The Index should consist of three parts:

1st.—A general calendar of principal contents of all valuable papers in Calcutta Offices arranged in chronological sequence.

2nd.—An Index to the calendar arranged alphabetically according to the leading words or special subjects.

3rd.—A key to the index.

(iii) Selections or precis of all important documents should be published.⁴⁵

The Committee proposed to confine its activities to the records for the period⁴⁶ between 1748 and 1833. The Government of India accepted the above proposals and decided "to publish important and valuable papers from time to time,"⁴⁷ with the exception of the records of Foreign and Military departments, the records of which were decided to be made available to the Committee⁴⁸ only up to 1813.

As to the mode of bringing out the publications, the Committee considered that there should be separate editors for each volume and the work should be remunerated. The decision of the Committee was : "The Committee at first intended that several members should directly assist in the compilation of the calendars ; but on trial it was found that uniformity in the workmanship of each volume could be preserved only by confiding the compilation of each to one member, who should, under the general superintendence of the whole body, be responsible for its accurate preparation in accordance with the principles adopted by the Committee. It was also proposed to remunerate the compilers by a donation of Rupees 2,500 for each volume."⁴⁹

The first endeavour of the Committee was a calendar of which only one volume was published. The preparation of the first calendar was entrusted to the then Secretary, Scott Smith, and the secret records of the Foreign Office were selected for the initial attempt in this direction. Scott Smith prepared "considerable portions of two volumes", but did not live to see the publication of his work. His premature death not only left the manuscript calendar of the secret papers of the Foreign Department incomplete, but it put an end altogether to the project of calendaring the records sanctioned by the Government of India. After his demise, the Committee published a volume consisting of 176 pages, entitled, "Calendar of State Papers,—Secret series, 1774-75" with this preface—"This volume which is now published in an incomplete form was the work of the late Mr. H. Scott Smith, and was interrupted by his premature death." There is nothing to show what happened to the rest of the manuscripts.⁵⁰

The next publication was *Selections from Calcutta Gazette* of which five volumes were published as will be seen from the following : "Mr. Seton Karr, President of the Committee, thought that a reprint of portions of the old *Calcutta Gazette*, that is, the *Oriental Advertiser*, giving important notifications and orders of Government, would be valuable and interesting both in a social and historical point of view."⁵¹ The proposal

received Government's approval and three volumes of Selections for the period from 1784-1788, 1789-1797 and 1798-1805 were published. On Seton Karr's retirement from the Presidentship, Sandeman, officiating President published two more volumes for the period from 1806-1815 and 1816-1823, where the series concluded.⁵²

Then a very important selection from unpublished records was issued by Rev. Long. In the beginning of the year 1868, the Reverend Long undertook to compile from the records of Government a history of the social state of India during the period preceding that already illustrated by the selections from the *Calcutta Gazette*. This was sanctioned by Government ; and Long published a volume of 579 octavo pages, embracing the period from 1748 to 1767, inclusive.⁵³

Thereafter some interesting works were undertaken by several Committee members but were not completed. A short synopsis of the endeavours made is given here : "Mr. Wheeler had undertaken to edit and print Selections from the General Letters, that is, Despatches to and from the late Court of Directors in accordance with the scheme submitted in August 1863. At a meeting held on the 28th July 1868, Mr. Wheeler is said to have laid on the table printed sheets showing the progress made in the work and to have reported that two volumes of the work 'would be speedily published in a comprehensive form.' At a meeting held on the 10th March 1869, Mr. Girdlestone mentioned that he had commenced the preparation of a volume of extracts from the General Letters, which would embrace the period immediately succeeding that illustrated by the volume already in preparation by Mr. Wheeler and commencing with the administration of Lord Cornwallis. Dr. Mouat expressed his intention of consulting the old Police records in the Bengal Office with a view to compiling a volume of annals of crime. None of these works have been accomplished, nor is there anything to show what is become of the selections from the General Letters compiled by Mr. Wheeler, and submitted to the Committee in proof sheets.⁵⁴ Mr. Wheeler had been for some time past engaged in compiling

a volume of political annals of Bengal, but very little progress was made in the work for want of time."⁵⁵

On the 12 February 1868, the Record Committee again submitted "a scheme for publishing a selection from the minutes of Warren Hastings during his incumbency as Governor General. The reasons for the Committee's recommendation were that "Some of the Minutes of that eminent Statesman have certainly been published at various times, and his opinions on several important questions in Indian History are not unknown. But as far as the President is aware, no complete or even partial collection of his minutes is in existence, and they are at this moment practically inaccessible to the public, and even to Government... The written opinion of such a man as Warren Hastings on the balance of Native Powers in India, and the mode of promoting British interests, on our revenue and commercial system, on the Native Army, and other intricate problems, might be read to this day with advantage and pleasure."⁵⁶ The proposal received the support of the Government of India. "The Governor General in Council concurred in the opinion that the publication of the proposed selection would not only be curious and interesting in itself, and valuable in a historical point of view, but would be useful to the administration of the country."⁵⁷ The Committee, therefore, asked for some suitable editorial staff for the purpose. But the Government of India declined to give the Commission the facilities asked for on the ground that its Secretary was a paid officer and that he should be able to undertake the job himself. "The Governor-General in Council was of the opinion that such a work as selection from Warren Hastings' minutes and correspondence was precisely the sort of duty that the Secretary to the Commission was expected to perform, and in view of which he received a special allowance from Government."⁵⁸ The Commission had no alternative but to accept the decision. On receipt of the above orders, the President of the Commission appears to have recorded: "I conclude that on this our Secretary will take up the work as soon as convenient, and that we may look to him to give us, the

Government and the Public, a very interesting volume."⁵⁹ Ultimately, however, the scheme did not materialise and no volume on Warren Hastings' Minutes and correspondence was published.

The net result of the Committee's labours for several years was the publication of the following works :

(i) *A Calendar of State Papers*, Secret series, 1774-75, prepared by Scott-Smith, Secretary to the Committee.

(ii) *Selections from the Calcutta Gazette*, 1784-1823, Vols I-V ; Edited by Seton Karr—Vols I-III and by H. D. Sandeman Vols IV-V.

(iii) *Selections from unpublished Records of Government*, 1748-1767, by Rev. J. Long.

The Committee in 1863 again submitted to the Government a revised programme on the following lines :⁶⁰

(iv) that publications of interesting selections from documents by individuals to be selected and remunerated for the work.

(v) Printing either of the Indexes recast, or the General Letters or both.

The Government of India asked the Committee "to report how long it would take to carry out the 5th proposition, viz., to print the General Letters, and the probable expence the work would involve ; but it was remarked that the arrangement of the Indexes, especially of those of older date, was so imperfect and arbitrary that they would scarcely be of any use to the public unless entirely recast," and whether it would be worth while to incur a heavy expenditure on the same.⁶¹

In a memorandum submitted to the Government in December 1862, Wheeler pointed out that calendaring would involve vast and useless expenses, inasmuch as the General Letters were virtually a Calendar of Proceedings. He, therefore, suggested that in lieu of calendaring the Proceedings, the General Letters to and from the Court of Directors should be printed.⁶² In October 1865, the Secretary of State for India approved the suggestion made by the Government of India and said that "the plan of printing the General Letters appears

in itself preferable to that of recasting and printing the Indexes of Proceedings."⁶³

The scheme of printing General Letters thus approved by the Government of India and endorsed by the Secretary of State was taken up by the Committee and some work was done. In fact, some material was actually produced by Wheeler in proof sheets, but what happened to the scheme thereafter is not known. It may be, as stated in the previous chapter, that with the transfer of the services of Wheeler to the British Burma Commission, the scheme of publications started by him also suffered the same fate as that of the Committee of Records whose work was virtually suspended in 1869.

Two years thereafter, i.e. in 1871, the whole question was revived by A.O. Hume, Secretary to the Home Department. He reviewed the entire past activities of the Record Committee and suggested "that each Secretariat should set to work and print its own records, beginning at the very oldest. One of the Under Secretaries should read steadily through all the papers of a year, bundle by bundle, volume by volume, and should make two lists,—one of papers he would print, the other of papers he would not print,—with a brief abstract or description of the papers. He would send these lists with papers to the Secretary, who would look through the list, refer to any papers which, from their description, he considered to be entered in the wrong list, and pass for setting up in type the 'list of papers to be printed,' as finally amended by himself. Fair proofs of these papers, and the list of papers not printed, were to be submitted to one of the Members, who could order the omission of any paper printed, or call for and direct the inclusion of any paper omitted."⁶⁴

Before taking any decision on the above proposal, the Government of India consulted W. W. Hunter in the matter. Hunter wrote that "the first and most important function which the Indian Government has to discharge in connection with its records is, not the establishment of a State Paper Office or any similar institution, but the publication of a series of selections from documents of really historical value."⁶⁵ He did:

not think it practicable to work a scheme like this through the agency of the Secretariat Officers, like Under Secretaries, who had administrative duties too to perform. He did not also see eye to eye with the various proposals of the Record Committee. He said that "what is wanted is not a volume here and there upon an isolated cluster of papers, or upon a detached set of years, but a regularly developed series of selections commencing with the earliest records and going steadily forward to 1832 or to whatever period government might affix as the limit of the operations. Such a series could only be accomplished by a number of separate workers, but by separate workers acting under a central guiding authority."⁶⁶ He commended the sum of money recommended by the Committee for compilation of a volume but he warned against the selection of compilers. He stated that "the sum allotted by the Record Committee, namely, Rs. 2500 a volume, would probably suffice, although this would depend a good deal upon the individual merits of the gentleman selected, and the amount of actual labour which each volume might involve."⁶⁷ Hunter further contended that the documents should be printed in *extenso* but in case of papers which deal with uninteresting facts, it would suffice if abstracts of them were prepared. He also suggested that the "first duty of a central editor would be to find proper assistance for the work ;.. But before doing anything in India, I think it would be wise to carefully ascertain what can most economically be done here, and what could best be accomplished in England. I had occasion to study the India Office archives when bringing out my first volume of annals in 1868... a little consideration will convince any one acquainted with Indian archives, that, if ever the work proposed by the Records Committee is to be accomplished, it must be by a twofold organisation acting partly in England and partly here."⁶⁸

Meanwhile, in 1871 the Government of India had also received an interesting memorandum⁶⁹ by John Jardine of the Bombay Civil Service, on the public records of that Province. The writer dilated upon the valuable and interesting

character of some of the old records, and advocated the appointment of a special officer to undertake the task of publishing selections from them. The Government of Bombay accepted the proposal of Jardine and decided "to employ, on the work of selecting and publishing the old records of the Bombay Secretariat, Professor Wordsworth, Officiating Principal of the Elphinstone College, a gentleman who, in scholarship and literary ability, was eminently well-fitted for the task."⁷⁰

The recommendations of the Record Committee, the suggestions of Hunter as well as the proposals made by Jardine and the action taken by the Bombay Government led the Government of India to remark that "We can not but be sensible of the importance of the subject and of the inadequacy of the measures which have had their object and the collation in an accessible form of information bearing on the early days of the British Administration in India. We are of opinion that the publication of old records is a matter of political importance, and would do much to prevent misunderstanding of the policy and motives of Indian Governments. We also see reasons to fear that expense is often incurred in collecting information which is actually already on record."⁷¹

It was therefore no strange coincidence that the proposals made by Hume, the Calcutta Magistrate in 1847, the decision taken on it by Lord Dalhousie in 1848 and 1855, and the views expressed by Low in 1855 as well as the Government Resolution of the same year, though not carried into effect in their entirety at that time, had sown a seed which did not go waste in spite of the usual policy of drift and hesitation with which the Government of India moved each time.

But by the time Hunter's proposal was received by the Government of India their past experience led them to reject his suggestion for the publication of selections from records. They preferred publication of the General Letters. Arguments which were put forward in support of their contention to the Secretary of State were as follows :

The plan of publication "ought to take the form of a systematic publication of records themselves in one continuous

series, rather than the publication, as proposed by Dr. Hunter of a series of "selections" from old records. The plan of publishing selections or abstracts of the records appears to us to be objectionable on the ground that such selections or abstracts would unavoidably be made with a bias according to the particular tastes and pursuits of the editor. Much of the work done, or attempted, (by the Record Committee) has been a fragmentary or desultory nature, or has been undertaken simply because the subject of the compilation suited the individual taste of the compiler. The real value of such compilations and publications is confined to making public a certain number of isolated facts, which, so put forward, are as likely as not to be misinterpreted or misrepresented. Even the existing plan adopted by Government of publishing a series of selections from modern records, though good as far as it goes, is very partial, and will be of comparatively little value to enquirers and historians who desire to consider the general administration of India."⁷²

In view of the arguments recorded above, the Government of India were keen "to revert to the plan of publishing the 'General Letters' to and from the Court of Directors, and which has obtained the approval of Her Majesty's Government as already shown."⁷³ Additional reasons in support of this scheme were furnished as follows: "These General Letters, as pointed out by Mr. Wheeler, afford ready made such a foundation for a systematic publication, as the records of no other Government in the world probably afford. Those addressed to the Court of Directors consist of a summary of events, of all business, in fact, transacted by each Government in India, and those written by the Court contain commentaries on such proceedings. The former were illustrated by 'collection' which gave the actual details of each subject, and they were themselves of the production of the ablest officers of Government. Here, then, are the requisite historic data. The General Letters require only illustrations by appendices, or occasional special volumes of Minutes, or selected papers, and excision of routine or uninteresting or merely personal matters

to be ready as they stand for the Press. With such a guide no very high order of literary ability would be required in an editor. And the collection, once completed, would embody admirable material for the future historian of India." When consulted, Hunter also observed in connection with this series of records that "all letters to and from the Court of Directors...form the cream of Indian records..."⁷⁴

While deciding to publish this series of records, the Government of India also outlined the principle of editing in brief. Then they considered the question of expense, which they thought would be considerable. An estimate was prepared as follows: "the whole of the General Letters might be published in about 18 to 20 years at a cost of £ 2,500 a year. The early publication of these records, however, is a matter of no very pressing importance; and the expenditure might be spread over a long series of years. It might even be suspended in years of financial pressure, and renewed when that pressure was passed."⁷⁵

Opinion of the Indian authorities on the above proposal was expressed in Lord Northbrook's lengthy Despatch dated the 13 December 1872 addressed to Her Majesty's Secretary of State for India. The Despatch contained a resumé of all past activities in India, the opinion of experts and the recommendations made by the Government of India. The Despatch said: "before we can take in hand any such systematic publication, it is necessary to know what materials exist in the Record Department of the India Office in London, and whether the proposed plan could be worked out more easily and more economically at home either partially or entirely. We accordingly beg your Grace will furnish us with a complete list of the volumes of General Letters to and from the Court of Directors which are now preserved among the records of the India Office, together with an approximate estimate of the cost of printing them in England. We refer of course to the General Letters relating to all the Presidencies in India, and not merely to the correspondence with the Government of India. We also beg Your Grace to consider whether the publication of

these General Letters could be accomplished under the supervision of an efficient officer of the India Office."⁷⁶

In spite of all these, the scheme was not put through. The next move was the appointment of Talboys Wheeler to examine the records which resulted in the production in 1878 of a book entitled "Early Records of British India"; and also of a history of the English settlements in India as told in Government records, the works of old travellers and other contemporary documents."⁷⁷

After Wheeler's publications were brought out, the work of publishing records again stopped for about eight years. Then in 1887 the subject was taken up independently by Lord Cross and by the Government of Lord Dufferin. In February, 1888, Lord Dufferin's Government proposed to continue the process of publishing Selections and suggested that an officer should be placed on special duty for this purpose. The matter had been brought to the notice of Lord Cross in the summer of 1887, and he appointed a Committee which advised that the practice of the Public Record Office of England should be followed in the treatment of Indian State Papers. The advice of the Committee was accepted and after some correspondence between the Secretary of State and the Government of India, the following scheme was evolved: The object in view was the publication of a Calendar of the more important early records, whether located in the India Office, or in the record rooms of the Government of India, Madras and Bombay. The work was to be divided into two stages:

- (1) The preparation of a Press List—a complete list of documents with some indication of their dates and contents, and

- (2) The publication of a Calendar giving a precis of nearly every document of importance or a reference to some publication in which it might be found.⁷⁸

While endless discussions regarding the publication of Government of India's records continued, a very interesting selection from the records of the Bombay Government had been brought to light by George Forrest, a headmaster in

Bombay Educational Service. This attracted the notice of the Government of India who once again began to think that no real work had been performed by them, so far as their records were concerned. With the help of Forrest, the Bombay Government had even established a Central Record Office about 1888. This probably hurt the pride of the Central Government to some extent and it led ultimately to the establishment in 1891 of the Imperial Record Office with G. Forrest as the "Officer in charge of Records." While advocating the appointment of Forrest the Government of India wrote to the Secretary of State that "the alteration in the arrangement for the preparation of Press Lists in India, under which Your Lordship wishes us to prepare separate Press Lists for inclusion in the lists compiled at the India Office with our records, will considerably increase the work to be done in this country, and the services of an officer with special qualifications such as Mr. Forrest possesses will be required for its supervision if it is to be properly done."⁷⁹ It was also decided that "press lists should be prepared both of the records in the India Office and of those at Calcutta, Madras and Bombay and that an interchange of Press Lists and of copies of missing documents should take place with a view to complete the records in England and in this country."⁸⁰ The above arrangements having been completed the following publications were issued by 1904 :

(i) *Early Records of British India* ; history of the English Settlement in India as told in Government records, the works of old travellers and other contemporary documents by J. Talboys Wheeler.

(ii) *Selections from Foreign Department Records, 1772-1786* by G. Forrest.

(iii) *Abstract of Foreign Department Records, 1756-1762*, by S. C. Hill.

(iv) *Press Lists, 1748-1769*.

While reviewing, in 1904, the progress made in the publication of records, the Government of India felt disappointed as they realised that after the lapse of more than 13 years and the expenditure of large sums of money, they had made no material

advance towards the publication of Calendars⁸¹ which was their goal. The three publications mentioned earlier and the four mentioned above were the only seven produced between 1860 and 1904 and even these went a very short way towards making records accessible to the public. The Government therefore thought that the "time had come for undertaking the compilation of calendars on a systematic basis and that they should in future proceed *pari-passu* with the preparation of the press lists."⁸²

In addition to the above schemes, the Royal Asiatic Society, London, proposed in 1900, to publish a series of historical volumes on India corresponding to the Rolls Series so as to foster the growth of historical researches in India. The scheme included the publication of "monographs summarising the historical data scattered through the numerous Oriental texts" so that those documents could constitute the material out of which history of the development of the social, industrial and political history of India could be reconstructed.⁸³ Lord Curzon's Government accepted the proposal and decide to publish through the Society two different Series, namely "Indian Text Series" and "Indian Records Series."⁸⁴ An annual grant of Rs. 15,000 for five years was also sanctioned by the Government of India who however retained with them the authority to decide what books should be included in each of the two Series. As the publication of "Indian Text Series" does not form part of our present discussions, we confine ourselves to the "Indian Records Series" only. It was found in 1905 that the Society had failed to fulfil its obligations⁸⁵ in respect of Indian Record Series. The work was then withdrawn from the Society and entrusted to the firm of Messrs John Murray for execution under the supervision of the India Office. The above firm was responsible for the following publications :

- (i) *Arabic History of Gujarat*, Vols, I-III, Index.
- (ii) *Bengal in 1756*, Vols I-III.
- (iii) *Fort William in Bengal*, Vols. I-II.
- (iv) *Diaries of Stréynshum Master*, Vols. I-II.
- (v) *Vestiges of Old Madras*, Vols. I-III, Index.

After 1913, no publications under the above scheme were brought out by the above firm.

The next change in the scheme of record publications occurred in 1914 when the Second Report of the Royal Commission on Public Records in England made some recommendations regarding the general arrangements for the preservation and maintenance of Public Records in India. After prolonged deliberation on the above recommendations the Government of India, in 1918, laid down⁶⁶ the following :

(i) The present expensive system of calendaring and press-listing would be abandoned and substituted by—

(a) Preparing catalogues and handbooks to records ;

(b) Calendaring of despatches only and of certain selected series, vernacular and English ;

(c) Printing of documents in full or selections from documents up to 1702 by government and the printing of selected subsequent documents by subsidised or unsubsidised private agencies ;

(ii) Steps were to be taken to ensure and to make known the accessibility of the records to genuine students ;

(iii) A Historical Records Commission would be appointed to advise as to the treatment of archives, the facilities for research, the expenditure on publications and other cognate questions and brief reports were to be submitted by local Record Offices ;

(iv) The proposed Commission would consider the question whether older district records should not be concentrated in the Provincial Record Offices and the older provincial records in the central Record Office at Delhi.

The Secretary of State approved all the proposals excepting the last item on grounds of provincial susceptibilities. The Indian Historical Records Commission was brought into being in 1919 and at its first meeting held at Simla in June of the same year, it discussed among other things the most suitable system of records publications. As a first step the Commission recommended the compilation of handbooks to records, and the publication of annual reports of Record Offices.

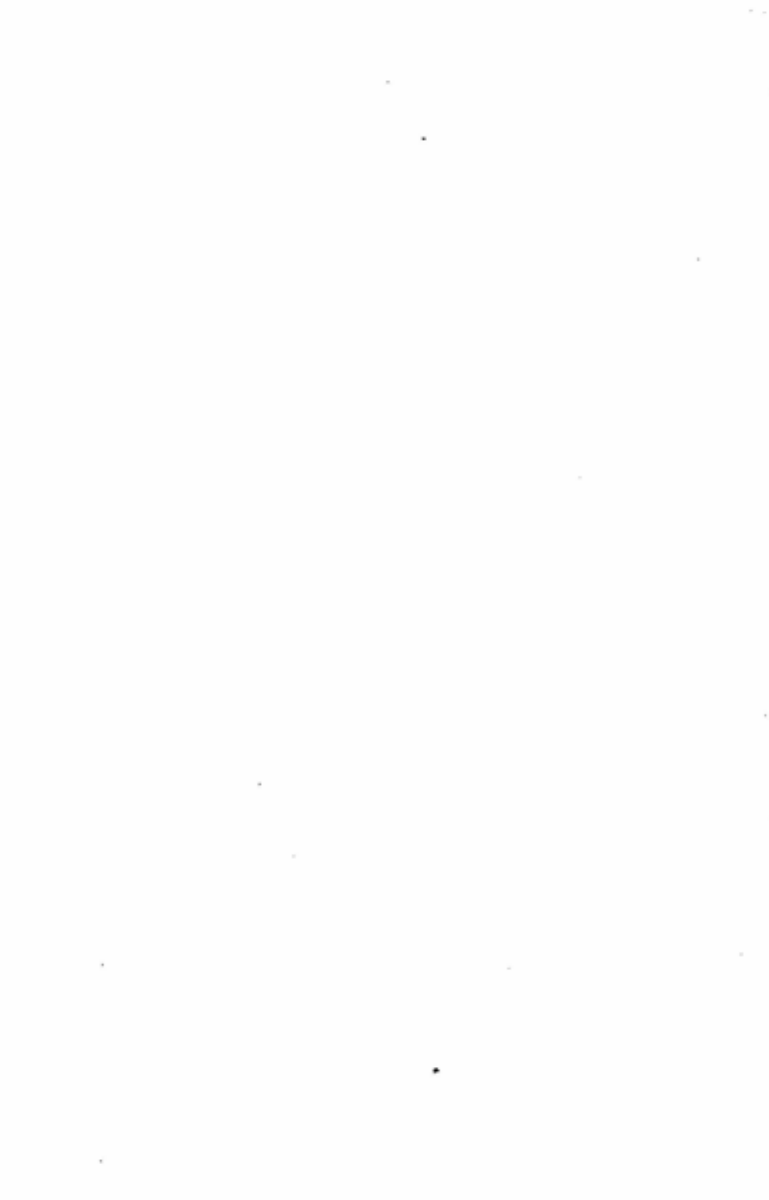
In its second meeting held in January 1920, the Indian Historical Records Commission discussed the question of printing in *extenso* of General Letters, and recommended that calendaring was to be preferred to printing in full and that the decaying papers alone should be printed in full. As a result of these recommendations, several volumes of Press Lists and their Indices, Lists of Private Secretaries and Military Secretaries to the Governors General and Viceroys, a few Calendars and stray pamphlets were issued. A list of these publications will be found at the end of the book.

In 1942, an overall publication programme called the five-year programme was adopted by the Government of India to be worked through the National Archives of India. The new publications were to be brought out under the title "Indian Record Series". This was made possible by abrogation of the agreement with the firm of John Murray. Under the new scheme, the printing in *extenso* of General Letters was again undertaken. It included 21 volumes (in print) of Letters to and from Court to be edited by University Professors with an honorarium of Rs. 1250 per volume and to be printed and published by the Government of India. Several volumes have been published and the scheme is in progress. The second part of the scheme envisages the publication of five volumes in print of Governors-General's Minutes and the records on the travels of Thevenot and Careri to be edited by the Director of Archives, and published by the Government of India. The third part of the scheme involves the publication of eight volumes of documents in oriental languages. The fourth part of the scheme consists of the publication of eight volumes on selections from English records and those are to be under taken by non-official organisations and individual scholars. On the analogy of this experimental five year scheme, a permanent twenty-year Publication Programme for publishing a larger number of volumes and with larger scope was approved by the Government of India. The programme was to be taken up by the National Archives of India after the successful implementation of the scheme in hand.

It will appear that of all the schemes, the present one is really comprehensive. It covers the more important series of Indian records. The most important of them is the Letters to and from Court series. In 1863, when the plan to print this series was first mooted, it was held to be the "cream of Indian records," and this conception holds good till today. When the series is completed, it will no doubt be a very useful and easily accessible source of information to research workers.

- 1-3. Home Department, Public, O.C., 24 October 1797, No. 17.
4. Home Department, Public, O.C., 10 September 1798, No. 23.
- 5-9. Home Department, Public, O.C., 29 April 1848, No. 18.
- 10-11. *Ibid*, No. 19.
12. Foreign Department, Secret Despatch from Secretary of State, dated 5 May 1849, No. 1371.
- 13-14. Foreign Department, Secret, O.C., 29 September 1849, No. 1-8.
- 15-17. Home Department, Public, Proceedings, 21 September 1855, Nos. 1-6.
- 18-21. *Ibid*.
22. Home Department, Public—A, O.C., 23 November 1855, No. 9.
23. Home Department, Public, O.C., 16 January 1857, No. 13.
24. Home Department, Public—A, O.C., December 1872, No. 647-654, p. 3, para 8.
25. *Ibid*, para 34, and Despatch to Secretary of State No. 95, 13 December 1872, para 12.
26. *Ibid*, paras 19-20.
27. Education Department, General—A, April 1918, No. 1-17.
28. *A Hand Book to the Records of the Government of India, 1748-1858*, Appendix.
29. Home Department, Public, O.C., 6 June 1822, No. 7.
30. Home Department, Public, O.C., 13 December 1827, No. 9.
31. Home Department, Public, O.C., 23 November 1830, No. 75.
32. Home Department, Public, Despatches from Court dated 24 July 1839, para 3.
- 33-35. Home Department, Public, O.C., 8 December 1853, No. 37-41.
36. Home Department, Public, O.C., 3 August 1855, No. 5.
- 37-39. Home Department, Public, B. S., 19 October 1855, No. 9.
- 40-43. Home Department, Public, O. C., 19 September 1856, No. 27-30 and K. W.
- 44-45. Home Department, Public—A, December 1872, No. 647-654, para 8.

46. *Ibid*, para 9.
47. *Ibid*, para 8.
48. *Ibid*, para 9.
49. *Ibid*, para 10.
50. *Ibid*, para 11.
- 51-52. *Ibid*, para 12.
53. *Ibid*, para 18.
54. *Ibid*, para 19.
55. *Ibid*, para 20.
56. *Ibid*, para 21.
- 57-58. *Ibid*, para 24.
59. *Ibid*, para 25.
60. *Ibid*, Despatch, para 9.
61. *Ibid*, para 10.
62. *Ibid*, para 11.
63. *Ibid*, para 12.
64. *Ibid*, para 14.
65. *Ibid*, p. 3773, para 8.
66. *Ibid*, p. 3774, para 11.
67. *Ibid*, p. 3774, para 16.
68. *Ibid*, Despatch, para 16, Sub-para 18.
69. *Ibid*, Despatch, para 19.
70. *Ibid*, Despatch, para 20.
71. *Ibid*, Despatch, para 21.
72. *Ibid*, Despatch, para 22.
73. *Ibid*, Despatch, para 23.
74. *Ibid*, p. 3776, para 18.
75. *Ibid*, Despatch, para 24.
76. *Ibid*, Despatch, para 25.
- 77-78. Home Department, Public—A, September 1904, No. 98, p. 20 para 3.
79. Home Department, Public, March 1891, No. 24-42, p. 98, para 4.
80. Home Department, Public—A, September 1904, No. 98 p. 20 para 3.
- 81-82. *Ibid*, p. 21, para 4 and p. 22, para 5.
83. Home Department, Public—A, September 1900, No. 69-70.
84. Home Department, Public—A, July 1902, No. 141.
85. Home Department, Books and Publications, A, September 1905, No. 123-24.
86. Education Department, General—A, April 1918, No. 1-17.





SPECIMEN OF INDIAN WRITING AND WRITING MATERIALS—PALM LEAF, LAC AND STONE (SEALS) AND WOOD STRIP

portion of such capital like the rest of

in S. B. Singh's letter accompanying

to Planning

done before me

Gen. H. M. S.

Warren Hastings.

Planned.

in the Kachhal Ghat
Kachhal Ghat is a small
already asked for sanction
The purchase of 60 miles
of light railway for military
advance

Ind. Dep't

20/3

with a translation in the hope that you may be
pleased to lay them before the Reg. at this time. The

Calcutta
Buckin 20. 1894

Your most obedient servant

Rammohan Roy

SPECIMEN SIGNATURES OF WARREN HASTINGS, LORD CURZON AND RAJA RAMMOHAN ROY



SPECIMEN OF COMPANY'S SYSTEM OF KEEPING PAPERS FOLDED AND TIED INTO BUNDLES

PART II

Archival Assets

(i) Union assets

Archives in India is not a central subject, but the position may alter if and when Parliament declares by law certain categories of records to be of national importance. At present, the Union and State Governments formulate their own archival policies. In the following pages will be found a bare outline of the Union assets. This description is neither exhaustive nor free from gaps.



NATIONAL ARCHIVES OF INDIA

The Imperial Record Department of the Government of India was created in 1891. After the declaration of independence in 1947 it was renamed the National Archives of India. At the time of its inception, the Department was located in a part of the Imperial Secretariat Buildings, Government Place West, Calcutta. The Office was transferred to New Delhi in two instalments in 1926 and 1937.

The first Officer-in-charge of Records of the Government of India, Imperial Record Office, was G. W. Forrest. A full list of other officers in charge of records will be found on pp. 126-27, *Indian Historical Records Commission, A Retrospect, 1919-1948*.

The three-storeyed stack area of the archives is fitted with steel shelves and gangways. Fixed steel shelves in a part of the stack have already been replaced by adjustable cantilever steel racks. In Delhi climate air-conditioning was considered necessary for the preservation of records and the ground floor stack area has so far been fitted with it.

In view of the fact that after 1858 the Company's Government was taken over by the British Crown, the Company records and Crown records used to be kept separately. The two groups of records later came to be known as Pre-Mutiny and Post-Mutiny records. A broad list of these series is given below :

Pre-Mutiny Records

1. Foreign Department	..	1596-1859
2. Home Department	..	1680-1859
3. Finance Department	..	1750-1857
4. Military Department	..	1757-1859
5. Legislative Department	..	1777-1859
6. Public Works Department	..	1850-1859

The importance of records in the custody of the National Archives, New Delhi, as source material for historical research can hardly be over-emphasised. In the words of Sir Henry Yule "these old records are like the cauldrons at Camachos' wedding ; one has only to plunge in a ladle at random to scoop out something valuable or curious." Wheeler had pointed out correctly regarding one specific series : "the General Letters afford ready made such a foundation for a systematic publication, as the records of no other Government in the world probably afford. Those addressed to the Court of Directors consist of a summary of events, of all business, in fact, transacted by each Government in India, and those written by the Court contain commentaries on such proceedings. The former were illustrated by 'Collections' which gave the actual details of each subject, and they were themselves of the production of the ablest officers of Government. Here, then, are the requisite historic data." Hunter observed on the same series : "all letters to and from Court of Directors...form the cream of Indian records..."

The Hand-book to the Records of the Government of India, 1748-1859, contains some description regarding old records in the custody of the National Archives. The following are some of the important events described.

Home Department ; (Public Branch) : Permission granted to the Company by Siraj-ud-Daulah to erect a mint at Calcutta, 1757 ; slave trade in Madagascar and employment of slaves in Company's settlement at Fort Marlborough, 1765 ; establishment of gold currency, 1766 ; accounts of payments to Emperor Shah Alam, Nawab Mubarak-ud-Daulah, Muhammad Riza Khan, Jagat Seth and others, 1772 ; establishment of Mofussil and Sadar Diwani Adalats, 1773 ; notes and minutes on the promotion of European literature and science by A. Ross and Lt. Col. W. Morison and Secretary, H. T. Prinsep, 1835 ; minute by Auckland on education among the natives of India, 1839 ; introduction of electric Telegraph, 1850 ; Governor General's minute on female education, 1850 ; Engineering College in Bengal, 1850 ; first Railway Regulations adopted

in India, 1854 ; construction of Presidency College, Calcutta, 1856 ; physical training in the same College, 1856 ; Geological Museum in Calcutta, 1856. (Ecclesiastical Branch) : division of Calcutta into parishes, 1825 ; a day of humiliation and prayer in connection with the Russian War, 1855 ; public thanksgiving in connection with the capture of Sebastopol, 1855. (Judicial Branch) : appointment of the Indian Law Commission, 1835 ; free press in India, 1835 ; creation of Legislative Department, 1835 ; establishment of New Small Causes Court at Calcutta and Madras, 1850 ; penal settlement at Andamans ; 1858 ; grant of certain property in India to Sir Jamsetjee Jeejeebhoy for support of the Baronetcy conferred upon him, 1858. (Revenue Branch) : discovery of tea plants in Assam, 1835 ; employment of Chinese officials and workers on tea plantation, 1835 ; tea cultivation from seeds obtained from China, introduction of green tea manufacturers and tea-chest makers from China, 1836 ; cultivation of tea in Madras, Nilgiri Hills, etc, 1836 ; cotton cultivation in various parts of India and importation of American planters to instruct Indians, 1839, 1842, 1846, 1848 ; silk culture in Deccan, 1841 ; mulberry from Philippine Islands to feed silk worms, 1839. (Education Branch) : establishment of Model Schools for females by Pandit Iswar Chandra Vidyasagar, 1858 ; education of the santhals not by the Church Missionary Society but by Government officers, 1857-58. (Medical Board) : acquisition of land for the Insane Hospital, 1787 ; propaganda of vaccine inoculation at Hardwar by Mr. Gillman, 1807 ; training of veterinary students at Ballygunge, Calcutta, 1821 ; recruitment of native doctors for Government Service, 1822 ; printing of an Indian Pharmacopoeia under the editorship of Dr. Shanghanessy, 1837 ; a pamphlet in Dutch on cultivation of quinine-yielding Chincona tree in Java, 1857. (Miscellaneous records) : trial of Captain Francis McKeney and Lt. Edward Nugent, 1779 ; Register of ships built in India for service in the East Indies, 1823-41 ; capture of Calcutta and the Black Hole tragedy, 1756 ; Fort William College, 1801-54 ; mineralogical survey of the Himalaya Mountains by J. D. Herbert and J. Manson ; correspondence

with Java, Amboyna, Malacca, New South Wales, 1811-17 ; courts of Surakarta and Jokjakarta, 1812-26 ; Indian immigration to Mauritius, 1834-52 ; Paris Exhibition, 1855.

Foreign Department ; (Select (Secret) Committee) : War between England and France and the effects in India, 1756-71 ; emigration of Chinese to the West Coast of Sumatra, 1758 ; a dock in Calcutta, 1756 ; treaty between the Dutch East India Company and the Nawab of Bengal, 1760 ; expedition to Manilla as a result of war between England and Spain, 1762 ; political state of Bengal on the death of Nawab Mir Jafar, 1765 ; Opium trade, 1766 ; salt trade, 1766 ; plan for the defence of Bengal in the eventuality of an attack by Ahmad Shah Abdali, 1767 ; expedition to Nepal, 1767 ; treaties with Bhonslas, Nizam, Nawab Shuja-ud-Daulah, 1768 ; marine and military intelligence at Mauritius, 1772 ; transactions with Nawab Vazir of Oudh, dismissal of certain Frenchmen from his Court, 1774. (Secret Branch) : causes of the battle of Buxar and its sequel, 1764-65 ; Warren Hastings' early administrative reforms, 1772 ; mission to Bhutan and Tibet, 1774-76 ; Mysore and Maratha affairs, 1776 ; M. Lubins' embassy to the Court of Peshwa, 1777 ; annexation of the Punjab, 1849 ; Tantia Topi and General Sir John Michel, 1859. (Foreign Branch) : dispute with Danish Chief of Serampore, 1784 ; restitution of territories in Ceylon and South India between the French, Dutch and the English, 1784 ; exchange of Dutch settlement at Baranagar, 1789 ; Col. deMontigny deposed and imprisoned, 1790 ; withdrawal of prosecution against the editors of the *Asiatic Mirror* for scandalous abuses of the Dutch nation and government at Batavia, 1795 ; translation of an official collection of the treaties, contracts, etc. between the Dutch E. I. Coy and the Princes and Government of India from 1612-1773, 1816 ; transfer of Dutch settlements in India to the English, 1825 ; transfer of the English settlements at Bencoolen and its dependencies to the Dutch, 1825. (Political Branch) : war with Tipu Sultan, sieges of Bangalore, Seringapatam, 1792, 1799 ; mission to the Court of Ava, 1795 ; conquest of Java, 1812 ; plan for a route of communication between India and England *via* Alexandria,

1812 ; Maratha affairs, 1816 ; stipend to Mughal Royal family at Delhi, Benares and Fatehgarh ; report regarding proceedings of Russian Agents in Bokhara and Afghanistan, 1820 ; the princes of the house of Nadir Shah residing at Hyderabad, 1820 ; expulsion of ex-Raja of Nagpur from Ranjit Singh's country, 1820 ; research on Tibetan language by Schroeter and Rev. Benedict La Roche, 1825 ; financial aid to Alexander Csoma de Koros, Hungarian traveller, in return for a report regarding his investigation in Tibetan language, 1825 ; invitation to wealthy Indians to subscribe to the public loan floated by the English Government, 1825 ; campaign against Raja Durjan Sal of Bharatpur, 1825 ; Capt. Codrington's survey of the frontier between Oudh and Nepal, 1830 ; establishment of a Russian Consulate at Ghilan in Persia, 1830 ; negotiation with the Raja of Sikkim for the cession of Darjeeling to the Company, 1835 ; Capt. Sleeman as General Superintendent for suppression of Thagi, 1835 ; British commerce in Persia, Mesopotamia, etc., 1835 ; slave traffic in Persian gulf, 1840 ; coffee plantation in Mysore by Dr. Magrath, 1840 ; withdrawal of the title of sovereignty on the death of Bahadur Shah II, 1850 ; suspected slave trade carried on by the British and other subjects in India with the Imam of Muscat's dominions, 1855 ; treaty of friendship with Siam, 1855 ; preservation of tombs of Haider Ali Khan and Tipu Sultan, 1855 ; transportation of Bahadur Shah II to Rangoon, 1858 ; capture and trial of Tantia Topi, 1859. (Secret and Separate Branch) : conduct of Ram Charan Roy, a political banian of the E. I. Coy's service for his correspondence with Kamgar Khan against the English, 1761-62 ; trial of Muhammad Riza Khan, Naib Dewan of Bengal, for alleged monopoly of grain during the famine of 1770, misappropriation of revenues, etc. and conspiracy, 1773-74 ; intelligence about Persia and Turkey 1796 ; Manilla expedition 1797. (Secret Department of Inspection) : abolition of offices and appointments ; compiler of records, 1783 ; list of officers and employees in various departments, 1783 ; reduction of office establishment, 1784 ; audit of public accounts 1785 ; Governor General's minute on the need for economy and Board's resolution effecting

retrenchments in regard to appointments and salaries, 1785 ; subsistence for persons thrown out of employment, 1785-86 ; reduction in army, 1786 ; restricted use of arms, ammunitions, 1785 ; remodelling and reforming the administration, 1786 ; Court's opinion about retrenchments, 1786. (China Papers) : the Second China Expedition known as the Opium War, 1840-44. (Miscellaneous records) : early incidents of the E. I. Coy, 1687-88 ; J. Grant's Historical and Comparative Analysis since the Mughal conquest, 1784 ; Mauritius, Batavia, etc, 1798-1805 ; B. Hayn's report on survey in Mysore, 1802 ; Capt. Mackenzie's memoirs, 1800-1, Lt. J. Warren's memoirs on Mysore, 1800-2 ; Maratha War, 1804-5 ; Sir J. Malcolm's history of Malwa, 1819-21 ; H. T. Prinsep's notes on applications from Indian noblemen and ladies, Hindu and Muhammadan for pension, 1821 ; Russian trade with countries North-West of India, 1812 ; jewels and treasures of Bharatpur captured, 1826 ; Claude Martin's Will ; miscellaneous demi-official correspondence of officials and private persons containing valuable material for current political history of the Company, 1816-40 ; jewelled *pandan* presented by the Governor General to the King of Oudh, 1831-32 ; a Geographical Memoir respecting Afghanistan and Persia, 1839 ; Capt. G. F. Sadlier's mission to Arabia, 1819 ; Asad-ullah Khan of Delhi—the famous Persian and Urdu poet, writing under the name Ghalib—and his claim regarding certain jagirs, 1830 ; diary and narrative on Patna massacre, 1763 ; expenditure on building, roads etc. in Herat, 1839-40 ; Hindui dialect of Bundelkhand, 1844 ; Lt. A. Burne's ms. regarding political affairs in the Punjab, a historical sketch of events in Afghanistan since 1809, a report on trade in Upper India, Kabul, Tartary and Persia, a military memoir on the countries between India and Russia, and a travel account into Bokhara, 1833 ; Sir Robert Hamilton's history of the Holkar State, 1837-54 ; Capt. G. H. MacGregor's fiscal, geographical, historical and statistical account of the valley of Jalalabad, 1838 ; Capt. A. Conolly's journals on Kabul and Merve, 1840 ; History of Kalat by Major R. Leech, 1841 ; Report on mission to Khiva by J. Abbott, 1840 ; political Diary of the British

Agency in Mewar, 1849 ; Delhi Palace intelligence, 1851-54 ; trial of Bahadur Shah, 1858 ; Bithur jewels, 1859 ; Native Courts, 1840 ; News Letters about Western India and Kabul, 1839-42 ; D. A. Malcolm's history of the Nizams of Hyderabad, 1843 ; acquisition of houses, etc. for construction of Clive Street, Calcutta, Military Orphan Press, Government Lithographic Press, rules for printing and publishing newspapers in Calcutta, sanction for the issue of certain Bengali, Hindustani and Persian newspapers ; a geographical sketch of the Punjab and the history of the origin, life and progress of Raja Ranjit Singh, 1830 ; establishment of a Court of Justice at Simla, 1830-3 ; a history of the West Coast of Sumatra by J. Anderson, 1823 ; notes on E. I. Coy's connection with Turkish Arabia, and list of names of British Residents and Political Agents at Bagdad and Basra, 1646-1846.

Persian Department : Persian correspondence between the servants of the Company and Indian Princes, notables, the Shah of Persia, the Chief of Kashgar, and the Pashas of Egypt, Jeddah and Bagdad, 1759-1859 ; Lama of Tibet asking the Governor General to keep the correspondence secret in view the writer being prohibited by the Chinese Government from having any dealings with foreigners, 1784 ; Nawab of Murshidabad's request to the Governor General to keep the prices of grains down, particularly rice which from 40 seers a rupee has come down to 20 seers, 1788 ; Wills of Bahu Begam, 1810, and Begam Samru, 1831 ; Diary of the daily routine of Ranjit Singh, 1825 ; account of Governor General's Darbar held at Delhi, 1832 ; return visits to Bikaner, Alwar, Bharatpur, etc, list of presents received, 1843 ; correspondence between Delhi mutineers and the Mughal Emperor, his Commander-in-Chief, his sons and other princes, 1857 ; list of chiefs of Hindustan, 1860.

Military Department : military expedition to Egypt, 1810 ; Major-general J. Garstin's claim on the building of Town Hall, Calcutta, 1813-14 ; operation against the Pindari Chief, Shaikh Dullo, 1820 ; astronomical observations and memoirs on the district of Assam by Capt. J. Jones and J. W. Neufville, 1827-29 ; opinion of the Superintendent of the Indian Navy on the

quality of the Burdwan coal, 1838 ; trial of Cherrapunji coal, 1838 ; exploration of mines and other resources in Assam, 1839 ; marine survey, 1839 ; specimen of Himalayan timber, 1839 ; establishment of Surveyor General's office, 1840 ; Ishapore gunpowder works—report by Major W. Anderson, 1849 ; Kheda operations, 1850 ; history of the Bengal Army by Capt. A. Broome, 1850 ; progress report of the Great Trigonometrical Survey of India, 1850 ; Medal and Prize Rolls, 1794-1855 ; new contract between British Admiralty and the Peninsular and Oriental Steam Navigation Company for carrying monthly mail between England and Ceylon, 1853 ; development of Singapore as a naval centre, 1853 ; steamer service between Madras and Burma, 1853 ; Grand Trunk Road—Superintending Engineer, 1852-54 ; topographical reports on Military Stations in India by W. A. Burke, D. Daunt, 1827-60 ;

Finance Department : manufacture of salt and revenue derived, Mussalman mulangees withdraw from their business on religious grounds, 1795 ; imposition of additional duty of one p.c. on trade at Calcutta Port, 1800 ; supply of Indian coins to the Government of the Isle of France (Mauritius), 1811 ; alteration of the standard of the Calcutta sicca rupees, 1814 ; prohibition of trade in opium at Goa, 1815 ; constitution of the Board of Customs, Salt and Opium, 1819 ; steam navigation encouraged by the exemption of steam-vessels from payment of export duty on Indian coal used by them on a voyage, 1830 ; reduction of duty on cotton yarns manufactured in India ; Indian yarns placed on a footing of equality with those imported from Great Britain, 1830 ; rules encouraging export of country spirit by sea as merchandise, 1830 ; printing of Notes for the Tanjore Debt, 1835 ; increase of the capital stock of the Bank of Bengal from 50 to 70 lakhs of rupees, 1835 ; financial aid to H. M. Elliot in connection with his compilation regarding the tribes, etc. of North Western Provinces, 1846 ; reorganisation of the Indian Finance Department and the Account Office for Bengal, 1846 ; establishment of a Bengali class for native doctors at the Calcutta Medical College, 1852 ; coinage of

cents, half-cents and quarter-cents at Calcutta Mint for use in the Strait Settlements, 1857 ; appointment of a Professor of Law at the Presidency College, Calcutta, 1857 ; formation of a General Account Department for India, 1857 ; exemption from duty of salt exported from Bombay to British or foreign ports outside India and Ceylon, 1845 ; sugar and rum exempted from export duty throughout India, 1850 ; export-duty on rice raised to lower the price of the article to home consumers, 1857.

Public Works Department : Hindustan and Tibet Road, 1850-55 ; contract between the East India Company and the East Indian Railway Company for the extension of the experimental railway line to Delhi, 1854.

Legislative Department : The Justices of Peace of the Town of Calcutta, 1794 ; boundaries of Calcutta, an assessment on the owners and occupiers of houses, buildings and grounds, 1794 ; regulations for the sale of spirituous liquors in the town of Calcutta, 1794 ; natives of India sold as slaves at St. Helena, 1794 ; lists of Europeans in Calcutta, 1796 ; registration of natives, 1796 ; women convicts from New South Wales, 1796 ; commissions granted against the Spaniards, 1796 ; construction of roads—Alipore, Kidderpore and Baitakkhana roads, 1800 ; map of 24 parganas, 1800 ; death sentence on one Smith for killing a sepoy, 1800 ; transportation of convicts from India to New South Wales, 1800 ; recruitment of Arab flax dressers and interpreters, 1800 ; control over movements of natives, 1810 ; employment of a *Kabiraj* or a Hindu physician versed in the indigenous system of medicine in the Calcutta Jail, 1810 ; use of *khaddar* or coarse country cloth for convicts' uniform, 1810 ; list of attorneys in the Supreme Court, 1821 ; list of barristers in the Supreme Court, 1826 ; missionary work at Santipore and 24 Parganas, 1826 ; London Missionary Society's work at Benares, 1826 ; boundaries of Calcutta, 1834 ; distribution of work between the Government of India and the Government of Bengal, 1834 ; Lord Macaulay, the first Law Member of the Governor General's Council, 1834-38 ; Lord Macaulay's minute and resolution on prison discipline, 1835 ; slavery in the East Indies, 1843 ;

petition by the natives against the Slavery Act, 1843 ; slavery declared illegal throughout the Strait Settlements, 1843 ; corporal punishment, 1843 ; proposed Calcutta Diamond-Harbour Railway, 1847 ; meaning of *Thags* and *Thagi*, suppression of the *Dhatooria Thags*, 1848 ; character and efficiency of pleaders in the Company's Courts, 1848 ; salt trade made easier, 1848 ; statistics relating to the British East India sugar, 1848 ; discontinuance of Van Dieman's Island as a penal settlement, 1854 ; return of Indian *coolies* from West Indies, 1854 ; local police corps in Malabar, 1854 ; Raja Rajendralala Mitra's Wards Institution in Calcutta, 1854.

Post-Mutiny Records

1.	Agriculture	1860-1948
2.	Agriculture Research, (Indian Council of)		1929-1945
3.	Commerce	1860-1940
4.	Communications	1860-1932
5.	Defence	1860-1940
6.	Education	1860-1951
7.	External Affairs	1860-1945
8.	Finance	1860-1942
9.	Health	1860-1947
10.	Indian Medical Services, Director General		1894-1932
11.	Home Affairs	1860-1947
12.	Labour	1860-1935
13.	Law	1860-1941
14.	Mint Master, Calcutta	1792-1863
15.	Railways	1863-1945
16.	Revenue, Central Board	1860-1940
17.	Salt Commissioner's Office	1921-1947
18.	Survey of India (Diaries of Explorers)		1864-1882
19.	Surveyor General of India (Bengal, Behar & Assam)	1823-1864

With the transfer of power in India in 1947, all British Residencies were closed, and the major portion of their records

was concentrated in the National Archives. Records for the period, and the names of the agencies from which these were so far received¹ in the National Archives are indicated below :

- | | | | |
|-----|--|-------|-----------|
| 1. | Baghalkand Agency, Nowgong | .. | 1812-1890 |
| 2. | Baroda Residency | | 1839-1942 |
| 3. | Bhopal Agency | | 1817-1919 |
| 4. | Bhupawar Agency | | 1858-1901 |
| 5. | Bundelkhand Agency, Nowgong | .. | 1804-1947 |
| 6. | Central India Agency, Indore | .. | 1818-1954 |
| 7. | Chattisgarh Agency, Raipur | .. | 1945-1947 |
| 8. | Coorg, Chief Commissioner | .. | 1834-1947 |
| 9. | Eastern States Agency, Calcutta | .. | 1892-1953 |
| 10. | Goonna Agency | | 1858-1901 |
| 11. | Gwalior Residency | | 1860-1883 |
| 12. | Hyderabad Residency | | 1785-1953 |
| 13. | Jaipur Residency | | 1816-1880 |
| 14. | Kashmir Residency | | 1891-1949 |
| 15. | Kolhapur and Deccan States Residency | | 1935-1949 |
| 16. | Madras States Residency | | 1672-1941 |
| 17. | Malwa Agency, Indore | | 1847-1879 |
| 18. | Mysore Residency | | 1881-1949 |
| 19. | Nepal Residency | | 1817-1921 |
| 20. | Punjab States Residency | | 1849-1947 |
| 21. | Punjab Hill States Agency | .. | 1922-1947 |
| 22. | Rampur Residency | | 1869-1947 |
| 23. | Rajputana Residency | | 1821-1955 |
| 24. | Eastern Rajputana States Agency, Bharatpur | | 1834-1886 |
| 25. | Western Rajputana States Agency, Rajkot : | | |
| | (i) Political Department, Katheawar | | 1834-1924 |
| | (ii) Kathiawar Political Agency | .. | 1804-1925 |
| | (iii) Political Department, Cutch | .. | 1831-1879 |
| | (iv) Cutch Political Agency | .. | 1813-1879 |
| | (v) Political Department, Mahikantha | | 1836-1879 |
| | (vi) Mahikantha Agency | .. | 1804-1880 |
| | (vii) Political Department, Palampur | | 1861-1879 |
| | (viii) Banaskantha Agency | .. | 1817-1879 |
| | (ix) Western and Eastern Kathiawar Agency | | 1804-1925 |

26.	Mewar and South Rajputana States Residency, Udaipur	1835-1879
27.	Tehri Garhwal	1884-1942
28.	Western India and Gujrat States Agency	1808-1952
29.	Western India and Eastern Gujarat States Agency	1879-1881
30.	Passport records of Hyderabad, Mysore and Travancore Residencies	1905-1948

The above list is a tentative one. There are some gaps in these series.

The arrangement for preservation of records in the National Archives is on scientific lines and by far the best in India. The general care involves a good deal of labour and anxiety on the part of the authorities. The widows in the entire stack area are fitted with wire-nets to prevent invasion by birds during their nesting season. They are also provided with curtains to prevent direct sun ray falling on the racks and papers. Dust is a problem in Delhi and therefore a big squad of workers for dusting records forms an important section in the personnel of the office. The volumes and bundles are periodically removed and aired and cleaned by vacuum cleaners. The shelves are cleaned thoroughly thrice a year.

The old method of rehabilitating fragile papers by manual methods alone with chiffon, Japanese tissue papers, etc. has been reinforced by modern methods as are in vogue in western countries. The conservation work in the National Archives is mainly divided into the following branches :

Air-Brush : Cleaning of the surface of old and fragile documents written in carbonaceous ink or having calligraphic designs, seals etc. is a very delicate and risky job and requires special attention. The Air-Cleaning Unit consists of a specially constructed table and utilises air pressure from a nozzle as well as vacuum for efficient cleaning and disposal of the dust blown off.

Mending : The pre-mutiny papers are normally folded. These are flattened by electric ironer with temperature suitably

regulated and then made ready for minor repair or full operation. There is a band of highly skilled technicians for manual repair work.

Vacuum Fumigation : A Vacuum Fumigatorium procured from U.S.A. has been in work in the National Archives for fumigating records with a view to killing insects and larvae or eggs. This is the most effective process in exterminating insects, mildew, etc. "Carboxide" goes with a mixture of ethylene oxide and carbondioxide (1 : 9 weights) is used under expert supervision. It secures a 100% kill without any damage to the papers.

Lamination : A Hydraulic Laminating Press has been procured from U.S.A. for repairing documents. The document is placed between sheets of cellulose acetate foils ; it is then hermetically sealed under regulated heat and very high pressure. Laminated documents are not attacked by insects and can be washed with soap and water to remove dirt. A laminated document is supposed to last a century and can be *de-laminated* and provided with fresh cellulose foils giving it a fresh lease of life.

Other Fumigants : Prior to the installation of the Vacuum Fumigatorium, the National Archives adopted some improvised methods for the purpose. They are by thymol and paradichlorobenzene.

Thymol Fumigation : A rectangular wooden cupboard with shelves of stout wire gauze serves the purpose. Thymol crystals placed in a clock glass are made to vaporise by application of heat from a 100 watt electric bulb from below. The closed space within the cupboard becomes saturated with the vapour and destroys the mildew growth.

Paradichlorobenzene Fumigation : A Godrej steel almirah with perforated shelves and provided with rubber gasket may serve the purpose. Paradichlorobenzene sublimates in normal temperature and therefore an air-tight chamber is required. The crystals are kept in glass dishes on the floor of the chamber (1 lb for every 10 cu. ft.). The documents are kept on the

perforated shelves for seven days. If temperature runs below 60, the period of retention of the documents in the chamber may be extended to ten days.

Bindery : The old practice had been to bound a collection of documents into a volume. These volumes vary in shape and size. Special types of binding materials are used for records.

Microfilm : The Microfilming Unit is provided with different types of cameras for filming loose sheets and bound volumes. An equipped laboratory for developing printing and enlarging the prints is attached to the unit. Microfilming saves 99% storage space, insures against damage or loss, duplicates quickly and economically. It also ensures authenticity of copying the original documents. Fully worked, this system produces cheaper true copies than by typewriters.

Research Laboratory : The Research Laboratory is engaged in investigating archival problems regarding testing papers' longevity, detecting genuineness of a document, quality of old writings and of calligraphy, temperature and humidity, insects and fungus, ink etc.

In 1943, an overall publication programme was adopted under the title *Indian Record Series*. The programme embraces printing in *extenso* original records in English and Indian languages properly edited. Briefly, the scheme is to publish as follows :

Fort William-India House Correspondence : 21 volumes of letters to and from the Court of Directors (1748-1800) have been projected and 21 honorary Editors have been appointed.

Selection from English Records : 5 volumes of Governor General's Minute, Travel, etc. have been projected.

Records in Oriental languages : 8 volumes on documents in Bengali, Marathi, Persian, Hindi, Sanskrit, Tamil and Kannada languages have been projected.

Selections from English Records : 5 volumes on different subjects, viz. Selections from Orme Manuscripts, Elphinstone Correspondence, Ochterlony Papers etc. have been planned.

On the successful implementation of the above scheme a bigger plan is to be followed up. Briefly, the plan is to publish :

Bengal General Letters (1801-1834).

Indian General Letters (1835-1858).

Minto, Moira, Bentinck, Auckland, Hardinge, Dalhousie, Macaulay Papers—(1807-1856).

Several volumes in oriental languages as well as Selections in English has been planned under this scheme.

A list of books published by the National Archives of India will be found at the end of this book.

The National Archives provides for training a limited number of students annually in a Diploma Course in Archives Keeping.

BHOPAL REGIONAL OFFICE

With the transfer of the records of the erstwhile state of Bhopal up to 1914, to the Government of India, a Regional Office of the National Archives was set up on the 23rd November, 1954, at Bhopal.

The following groups of records were taken over from the Bhopal Central Record Office :

1. Mutiny Papers	..	1857-67
2. Ahednamayat (Agreements)	..	—
3. Laws enacted in the old regime	..	
(original with seals of the Ruler)	..	1817-1844
4. Correspondence between Political Agent, Bhopal, and the Resident at Indore		1817-59
5. Daftar Insha	..	1853-1907
6. Daftar Tarikh	..	1911-32
7. Chief Office (Shoba-e-Chief)	..	1910-15
8. Judicial Department	..	1912-13
9. Tankadaran	..	—
10. Official Secretary	..	1905-07
11. Military Secretary	..	1908-11
12. Daftar Insha (Confidential)	..	1907-08
13. Salana Daran	..	—

14.	Land Records	..	1910-14
15.	Boundary Disputes	..	—
16.	Choudrahat	..	—
17.	Settlement Records	..	—

During 1956 the following groups of records were taken over :

1.	Daftar Tanzimat	..	1901-14
2.	Daftar Vakalat	..	1906-14
3.	Chief Secretary's Office	..	1908-12
4.	Financial Secretariat (Jagirat)	..	1908-14
5.	Chief Engineer's Office	..	1911-12
6.	Military Secretariat	..	1908-13
7.	Judicial Secretariat	..	1908-14
8.	Private Secretary's Office	..	1912-14
9.	Acts and Rules of British Govt.	..	—
10.	Records describing events relating to the Mutiny	..	—
11.	Acts and Rules of Bhopal State	..	—
12.	Kutub Had Bast Dehat (Records about village boundaries)	..	—
13.	Records relating to Bazars and Mohallas	..	—
14.	Records relating to the marriage of Nawab Sultan Jahan Begum	..	—
15.	Indexes to above series	..	—
16.	Revenue Department	..	1879-1914
17.	Customs and Excise Department	..	1903-14
18.	Forest Department	..	1909-14
19.	Muinul-Muhammi	..	1909-14
20.	Hamidia Library	..	1906-14
21.	Military Headquarters, Sadr Daftar Police, and Central Jail	..	1878-1914
22.	Settlement Records	..	—
23.	Settlement Records (20 years' and 16 years' settlements)	..	—
24.	Jama Kharch (Budget estimates of different Departments)	..	—

25.	Tosha-Khana	..	—
26.	Sadr Treasury	..	—
27.	Public Works Department	..	—
28.	Municipal Board	..	—
29.	Wazaif	..	—
30.	State Press	..	—
31.	Unani Hospital	..	—
32.	Education Department	..	—
33.	Farash-Khana	..	—
34.	Census Department	..	—

A new building was constructed for the Regional Office at Bhopal to house the above accessions. Reasonable research facilities among the records are available there. Manual methods of repair and rehabilitation of records have been introduced.

1. Annual Reports of the National Archives of India, 1948-55 and 1956.
2. *Ibid*, 1955, Appendix IV, 1956.



(ii) State Assets

Started merely as a trading concern with Madras Roads, Swalli Roads and Balasore Roads, the East India Company gradually established their business headquarters known as Factories. With the expansion of trade and commerce, Factory areas expanded into Settlements. Rapid growth thereafter of Settlements into big territories necessitated the creation of three Presidency Divisions viz., Madras, Bombay and Bengal. On further acquisition of territories, some of these were directly administered as Provinces and others indirectly through Residents. Thus India was divided into two parts, British India and Native States, which were later termed more politely as Indian States or Indian India. With the transfer of power in India, the former Presidencies and Provinces came to be known as part 'A' States, Princely States as Part B States, centrally administered areas as Part C and Part D States. The reorganisation of States on linguistic basis completely changed the shape and size of the States with consequential changes in archival holdings. Information on State archives, as is readily available, has been included in the following pages.



MADRAS

The Madras Record Office was established in 1909. At Madras, the earliest repository of records was the Council room in Fort House and the earliest container, the chest. It was not till 1805, that a Record Office came into existence as a separate entity. In that year Lord William Bentinck pooled the work of record keeping for the different departments by separating all but the most recent records and placing them in charge of a special establishment with its own office on the north side of the Fort Square. Muthiah, the principal native servant in the Political and Military Department, was appointed Record-Keeper. His duty was confined to the custody of archives in their departmental aspect. In 1823, when the building had become dilapidated, the records were moved into rooms on the first floor of the Secretariat. In 1837 George Garrow was appointed to arrange the Presidency records and to make a selection of such papers as may, without detriment to public or historical interest, be destroyed as useless. He examined some documents but the work was not completed. In 1858 W. Huddleston was appointed to resume the work under an arrangement approved by the Court of Directors in 1855. He worked for a short time and then Talboys Wheeler was appointed in 1860 for the work. He published in 1861 the *Hand Book to the Madras Records*.

In 1825, the office was shifted to the Pillar-godown and in 1888 it moved to the ground floor of the Secretariat building. Thus at Madras the record administration continued to function as a section of the Secretariat under the immediate charge of an officer. Sometimes this officer was designated as Record Keeper, and sometimes as Superintendent of the Central Record Department until 1908 when the increasing mass of records and a better appreciation of their value as public archives led government to set up an independent Record Department by building the present Record Office at Egmore.

The Record Office is fairly big with parallel wings running at right angles to the main trunk. Twelve blocks are utilised for stacks and one is for administrative purpose. The floor area of the record blocks is roughly 50,000 sq. ft. and the stack area is about 62,650 cubic ft. The stack area is fitted with steel shelves and gangways. The building was planned with blank spaces around for future expansion. The building is provided with fire-fighting arrangement.

The first officer-in-charge of the Madras Record Office was C. M. Schmidt, Registrar of the Chief Secretariat (1909-11). The first whole time Curator was H. Dodwell (1911). A list of officers will be found on p. 16 of the *Guide to the Records preserved in the Madras Record Office*.

A brief account of different groups of records available in this office is given below :

1. Public Department	..	1672-1854
2. Military Department	..	1752-1854
3. Revenue Department	..	1774-1854
4. Secret Department	..	1796-1844
5. Judicial Department	..	1800-1854
6. Political Department	..	1800-1854
7. Finance Department	..	1811-1854
8. Commerce Department	..	1815-1848
9. Law Department	..	1815-1847
10. Foreign Department	..	1816-1847
11. Ecclesiastical Department	..	1818-1854
12. Marine Department	..	1838-1854
13. Mayor's Court	..	1689-1798
14. Surgeon General's	..	1787-1858
15. Mint	..	1744-1876
16. Collectorate—from earliest time to 1857		
17. Miscellaneous—Dutch—1657-1845, Danish— 1777-1845, French, Persian, Marathi and Portuguese.		

Records of various Departments of the Secretariat are available in the Record Office up to 1939.

There are three hand-books or guides to the Madras records. They are : *Hand book to the Madras Records* by J. Talboys Wheeler (1907) ; *Report on the Madras Records* by H. Dodwell (1916) ; *A Guide to the records preserved in the Madras Record Office* (1936).

Some of the interesting events mentioned in the *Hand-Book to the Madras Records* by J. Talboys Wheeler are given below :

Country Correspondence : This series comprises the whole of the correspondence which passed between the Military and Political Departments and the different Native Powers during 1753-1829.

Special Correspondence and Minutes : This series comprises correspondence between the Governments of Madras and Pondicherry ; Minutes of Lord Clive in justification of his policy, 1798-1803 ; letters from M. Dupleix and his successor, M. Godheu ; letters from M. Bussy and Count de Lally ; Col. Clive's correspondence relating to his expedition to Bengal to avenge the Black Hole atrocity and correspondence with Siraj-ud-Doulah, Manickchand, Mir Jaffar, Umichand and others, 1756-1758 ; Sir John Lindsay's correspondence relating to his secret commission to Persia ; Sir Robert Harland's correspondence relating to powers and rights of the Kings and Company's army ; Cornwallis and Shore on land settlement, 1789-90 ; correspondence of Lord Mornington, 1799 ; Lord Clives correspondence relating to Mysore, Maratha and Tanjore affairs.

Special Consultations : Expedition to Bengal, being the earliest military operation of the Company against the great Mughal (sent from Madras under Captain Nicholson to co-operate with Job Charnock, the Agent of Hughli), 1686 ; demand of the Dutch Governor of Negapatam, 1765 ; cession of the Northern Circars, 1765 ; 1766, 1781 ; illicit trade, 1766 ; sanatorium at Bhagalpore, 1773-1793 ; preparations for seizing Pondicherry, 1771 ; Manilla expedition, 1797 ; mutiny at Poonamallee, 1785 ; mutiny at Mount, 1798 ; mutiny of Vellore, 1806-7 ; relating to Travancore, 1808-13 ; seditious proceedings of Madras Army, 1809 ; Burma expedition, 1824.

Out-station Correspondence : Bengal Consultation Book, 1694-95—"A Diary and consultation Book, for affairs of the Right Honorable English East India Company in Bengall, kept by the Right Worshipful Agent and Council;" Fort Marlborough records, 1754-55; Manilla Consultations, 1762-64.

Negotiation with Foreign Powers, treaties etc : grants and treaties from the Native powers, 1759-71; Pybus's mission to Kandy, 1762; restoration of French possessions by the Peace of Paris, 1765; negotiation with Tipu Sultan, 1783-84; deputation to the Raja of Calastry, 1788; negotiation with the Nizam's Vakeel at Calcutta, 1789; conference with Tipu's Vakils, 1792; Nizam's claim to Kurnool, 1793; Robert Chamber's embassy to Kandy, 1795-96; treaty with the United States of America, 1796; John Malcolm's mission to Persia 1810; distress of the Dutch at Pulicat, 1813; restoration of the Dutch settlements to the king of the Netherlands, 1818.

Committees on Finance : regarding jagirs, 1764, 1784; Dindigul, 1796; Colombo, 1797; Post Office Revenue, 1798; finance, 1798-1808; sinking fund, 1799-1805.

Correspondence on Individuals : Civil servants at Manilla, 1766-67; Cuddalore merchants, 1767; Captain Flint against Messrs. Tolson, Blacker and Graham 1774; Sadlier and Whitehill Committee, 1775, 1783; Court Martial of Lt. Hall, 1784; Ball Kishnath, head *dubash* in Ganjam, 1784; complaint against Cochrane, 1784; Proctor's conduct at Tinnevely, 1784; dark transaction about the ship *Elizabeth*, 1787; corruptions of Juggapah Row, Floyer, etc., 1787-88; complaints against Veerapillay, 1788; murder of Corsojee Lallah, 1789; complaint by the Raja of Tanjore against the Resident, Ram, 1790; betel and tobacco farm, 1790, 1802; accounts of Paymaster, Johnston, 1790-91; charges against John Holland for misappropriation of money, 1791; disturbance among the right hand and left hand castes at Pondicherry, 1794; charges against Mitford, 1795-96; Pearl fishery at Colombo, 1799; conduct of Captain Boug, 1800; charges against Major Davidson for keeping mistresses, 1804.

Reports : zamindars in Northern Circars, 1766 ; General Clavering on military defences, 1771 ; expense of cavalry in India, 1785 ; botanical descriptions, 1790 ; export from Great Britain to East Indies, 1793 ; Dr. Heyne's botanical and other reports, 1796 ; survey of Mysore, 1800-2 ; English gunpowder, 1801 ; Board of Revenue, 1817-1830.

Journal and Narratives : revolution in Bengal, a full account which terminated in the overthrow of Sirajud Doulah and treaty with Mir Jaffar, 1757 ; Lally's siege of Fort St. George, 1758-59 ; Col. Fullerton's narrative of Southern Army, 1785 ; narrative of a commercial voyage to the north-west coast of America, 1786 ; L'Abbe J. A. Dubois on the Hindus, 1820 ; Burma Field Force, 1852.

Political Intelligence : Mysore, 1792-9 ; French advance towards the Red Sea, 1801 ; Travancore correspondence, 1809-10.

Law, Justice and Police : procedure in civil suits, 1726 ; reforms in Mayor's Court, 1754-76 ; Police Board, 1770-71 ; a Charter of Justice for Fort St. George, 1793 ; Police Administration in Malabar, 1793 ; Proceedings of the Police Committee, 1797-98 ; price current and rates of hire, 1798 ; Police Committee Book, 1805-14 ; Police regulations for Madras town, 1811.

Establishment : Company's furniture at Fort St. George, 1779 ; European and native servants of the Madras government, 1787 ; bombproofs and godowns belonging to Fort St. George, 1790 ; allowances and emoluments of the office under the Madras government, 1794 ; pay and allowance of Madras Army, 1803 ; civil servants in the Madras Presidency, 1810-14 ; abolition of pensions to widows of native servants, 1824-51.

Cowle Books, Registers of Grants, Land customs, etc : these refer to Cowles, Jagirs, revenues, customs, quit-rent, compensation for lands resumed, etc.

Returns : marriages, baptisms, burials and funerals, 1743-1859 ; arrival and departure of ships, 1800-36 ; Police Battalion at Ganjam, 1804-15 ; vaccination, 1805-15 ; embarkation and disembarkation, 1848-53.

Memorials and Petitions : memorials from civilians and other European residents, 1789-1816 ; Military officers, 1793-1852 ; persons in the Revenue Department, 1803-1813 ; natives, 1805-12 ; disputes of right hand and left hand castes and other matters, 1809-11 ; individuals from Pondicherry, 1808-10 ; Nabob's dependants, 1815-20 ; Surgeon Horsman, 1821.

Covenants and Oaths : independent European individuals in Madras, 1787 ; Oaths of Commercial Residents, 1799-1832 ; Security Bonds, 1794 ; New Covenants, 1795 ; covenants with Assistant Surgeons, 1793-1821, 1823-27 ; civil servants, 1800-31 ; free mariners, 1815-25 ; Chaplains, 1815-25 ; Oath Books, 1803-52.

Accounts, Contracts, etc : Fort St. George Coral Books, 1746-56 (account of silver, coral, amber, emeralds, pearls and other precious stones) ; old French account books from Pondicherry, 1776-78 ; contractors, 1791, 1793 ; Dr. Anderson's account books regarding culture of cochineal and silk, 1795 ; Madras Light House, 1796-98 ; Company's stud, 1813.

General Standing Orders : Standing Orders, 1664-1833 ; General Orders of Madras Government, 1774-1854 ; General Orders of the Governor General, 1822-33 ; Miscellaneous General Orders and Regulations, 1833-22.

All records which are more than 50 years old including confidential records are open for research. There is a set of rules governing access to these records. Reference media exist in the form of Press Lists, Calendars, Indexes and Guides to the District Records.

No papers are weeded in the Madras Record Office excepting some duplicate and spare copies of old series. Records which are meant for permanent preservation alone are transferred to the Record Office and therefore it has no task of weeding.

There is a mending section consisting of skilled menders. Chiffon, Japanese Tissue etc. are used. There is arrangement for binding of volumes of records.

The Madras Record Office is engaged in preparing Calendars of the Revenue Records (1763-1800) ; Selections from Records (1800-1857) ; Calendaring of Revenue Records (1763-1800) ;

Studies in Madras Administration ; Reprinting in *extenso* of records (1751-1765) ; Reprinting of District Manuals and Printing of the manuscript index to the Revenue Records. A list of publications issued will be found at the end of the book.

The Central Government records and the mixed records in the custody of the Government of Madras belong to the period from 1670-1800 and include Dutch and Danish records and Tanjore Raj records.

What is unique in Madras is that all the District records from the earliest period down to 1857 have been concentrated in Madras Record Office. Records for the subsequent period are intended to be concentrated as accommodation position is eased. All these records are open for research according to the existing rules and 40 volumes of Guides to these records have been published.

Three States viz., Banganapalle, Pudukkottai and Sandur were merged with Madras. Records of these defunct States prior to 1857 were concentrated in the Madras Record Office and those between 1857 and 1930 which are "non-current" were maintained at the Collectorates like District records and the records between 1930-1950 were treated as "current records" and kept by the originating agencies or departments concerned. The second and third categories of records will ultimately be deposited in the Madras Record Office.

Normally, Secretariat records older than four years and the records of the Board of Revenue older than eleven years are concentrated in the Madras Record Office. All old records throughout the State i.e., prior to 1900 which could not be concentrated in the Record Office for want of space are under the supervision of the Record Office.

Madras Record Office has arrangement for imparting training in the manual methods of preservation of records. The Collectorates and Courts in the State and neighbouring archival agencies use these facilities.

MAHARASHTRA

A record office in Bombay was established in 1821 with a view to keeping records of the Secretary's office and of the other offices in the Presidency Town. Later on it was named as Secretariat Record Office. Talboys Wheeler's *Hand Book to Madras Records* inspired the Government of Bombay in undertaking appraisal and examination of records in their custody and in 1863 Thomas Candy (of the Bombay Invalid Establishment) then Marathi Translator, Educational Department, was appointed for the purpose. Candy's Descriptive Report was printed in 1864. He was again placed on special duty in 1868-69 for rearrangement of records, removing duplicates and filling up of gaps. In 1871, John Jardine of Bombay Civil Service presented an interesting memorandum regarding the public records of that Presidency. The result was that Professor Wordsworth, officiating Principal of the Elphinstone College, was appointed in 1872 for selecting and publishing the old records of the Bombay Secretariat. The Record Office occupies a portion of the Elphinstone College building.

In 1888 G. W. Forrest became the Director of Records. Later on, the Officer in Charge of the Record Office was the Under Secretary to the Government, Separate Department, who had other duties as well. There was a Record Keeper as the head of the clerical staff. In July 1947, a full-time officer was appointed and designated as Director of Archives, Government of Bombay.

The Factory and Residency records in Bombay are the oldest. There were Factories and Residencies in Surat, Broach, Commercial Residency, Northward, Caranja, Bellapore, Tannah, Callian, Poona, Raree, Fort Victoria, Bankot, Carwar, Malabar Commercial Residency, Scind Factory, Mocha Factory, Bussora Factory, Bussora Residency, Bushire, Gombroon, Diego Gracia Island and Bantam. Some interesting events mentioned in the *Hand Book of the Bombay Government Records* by A. F. Kindersly, are given below :

Diary of Surat when supreme, 1659-1696 ; New and Rival Company's affairs including imprisonment of Sir John and Lady Goyer, 1699-1707 ; old Company's affairs, 1701-4 ; New Company, Sir N. Waite being "Public Minister and Consul general", 1702-4 ; the Factory suspended and a Committee appointed, 1751-52 ; fight with a "Moratta" vessel by mistake, 1751 ; the Governor of Bombay styled, "President of the Coast of India, Persia and Arabia, Governor and Commander-in-Chief of His Majesty's Castle and Island of Bombay", 1759-61 ; the style of the Chief altered to "Chief of all affairs of the British Nation" (instead of "of the Honorable East India Company"), 1761-63 ; taking of the French Factory by the English, 1770, 1780 ; taking of the Dutch Factory, 1781 ; riot in Surat in September 1795 ; dispute about the Idol between Mahrani Wowji and Gokulnathji ; assumption of the government of Surat, 1800 ; a long memorandum written by Senff, the Dutch Governor at Surat, describing political and commercial situation in Surat 1763-68 ; Diary of the expedition against Broach, 1772 ; correspondence of Col. Close and Mountstuart Elphinstone, Resident at the Court of Peshwa, 1798-1819 ; correspondence addressed to Mountstuart Elphinstone by Governor General, Resident at Hyderabad, Lucknow, Sir John Malcolm, Sir Thomas Munro, General Smith, General Doveton, etc., 1812-19 ; operation against "Kam Savant Bouncello" (Khem Sawant Bhonsla), 1766 ; a journal kept by Danvers Graves, 1747 ; relating to occurrences during Nadir Shaw's residence at Kerman, 1741-57 ; taking possession of Diego Gracia Island and settling it, 1786.

Poona Embassy (1759-1779) : proceedings of Price, 1759, Mostyn, 1772-3 ; Persian Gulf Mission, 1775-76 ; Diary of C. W. Malet relating to journey from Bombay to Calcutta, 1785-86 ; Bagdad Mission, 1801-7 ; proceedings of the Resident, Sir Herford Jones ; Goa Envoy, 1803-16, containing some orders by Major General Wellesley ; Arabia and Mocha Mission, 1819-21, containing remarks on the route across Arabia from the Persian Gulf to the Red Sea and proceedings of Captain Sadlier deputed by the Supreme Government to H. E. Ibrahim Pasha.

Diaries containing observations on the Civil and Criminal Jurisprudence of the Marathas, with questions, various points. by M. Elphinstone, Commissioner of the Deccan and answers by Messrs. Grant, Briggs and Pottinger.

Bombay Theatre, Diaries, 1816-30 (This was an amateur institution, entirely unofficial. The diaries were presumably lodged by some private persons).

Selections from records issued on the following topics will be found in Appendix F of the Handbook : Alienation ; Arabia, Persia and Africa ; Archaeology ; Descriptive Accounts of British Districts ; Forests ; Irrigation ; Jails ; Judicial Matters ; Labour ; Legislation ; Legislative Council ; Marine ; Meteorology ; Military ; Minerals ; Miscellaneous ; Police ; Political Agencies and Native States ; Public Works ; Sanitation ; Social Reform ; Surveys ; Water Supply.

Various series of records, briefly, are as follows :

1. Secretariat (all Departments)	..	1677-1787
2. Public or General Department	..	1681-1821
3. Political & Secret Department	..	1755-1814
4. Political Department	..	1794-1822
5. Secret Department	..	1744-1826
6. Revenue Department	..	1779-1824
7. Military and Commercial Department		1805-1813
8. Military Department	..	1787-1820
9. Commercial Department	..	1786-1821
10. Judicial Department	..	1795-1827
11. Financial Department	..	1807-1824
12. Marine and Forest Departments	..	1798-1822
13. Ecclesiastical Department	..	1816-1827
14. Law and Foreign Department	..	1796-1827
15. Miscellaneous	..	1796-1821
16. -do- Records in Portuguese	..	1717-1741
17. Factory & Residency Records	..	1659-1869
18. Mint Department	..	1830-
19. Public Works Department	..	1844-
20. Education Department	..	1860-

All the records of the period subsequent to 1820 and up to 1946 are deposited in the Record Office.

ALIENATION OFFICE

In addition to these, there is an outstanding collection of records, a description of which is given below :

"The records of the Alienation Office, Poona, have as their nucleus the "Poona Daftar", or original Marathi records of the Peshawas' Administration, which were taken over by the British Government at the time of the conquest in 1817. The Daftar, anciently stored in the Shanwar Palace in Poona City, was dispersed among the residences of certain persons after the fire which destroyed the palace in the reign of Baji Rao ; and was collected thence tolerably complete, but in a state of great disorder, by Elphinstone in 1817. Its first home thereafter was Khasgiwala's Wada in the City and its next was Nana's Wada, whence it was removed to the present building in 1890. This original nucleus, comprising about 13,000 bundles consisted of the records of the Peshawas for 88 years, beginning with the year 1729, with a blank of 7 years from 1757 to 1763, the records of which were burnt when Poona was taken by Moguls."

The chief subsequent accession are as follows :

1. Records of Poona Residents up to 1318.
2. Deccan Commissioner's records 1818-1826.
3. Records of Agent for Sardars up to 1856.
4. Daftar of Angrias of Kolaba 1790-1840.
5. Konkan Daftar from Ratnagiri 1754-1818.
6. Daftar of Satara Rajas 1703-1840.
7. Records of Satara Resident, 1818-1848.
8. Certain Karnatic and Gujrat records.
9. Jamao Daftar or Papers collected by the Inam Commission.
10. Inam Commission records.

In this manner the number of bundles has grown from 13,000 to 35,629, of which 8,599 are in English and 27,070 are in local languages.

There are two hand books or guides to the Bombay records. They are : *A Hand Book of the Bombay Government Records* by A. F. Kindersley (1921) and *Handbook to the Records in the Alienation Office, Poona*.

There exist in the custody of the Government of Maharashtra, Central Government and 'mixed' records as noted below :

1. Bombay Secretariat Office—1821-1857 (142 volumes).
2. Alienation Office (years etc. as stated above).

Records up to 1901 are open for research under a set of rules while those for subsequent period are allowed access with the permission of Government. Preparation of hand lists of historical records up to 1827 is in progress. Indexing of records for 1828-57 is proposed to be taken up after the hand listing is completed.

During 1920-22, some manuscript records for the period 1851, 1852 and 1861-1872 numbering 6224 volumes were weeded by Secretariat weeders.

The publication work is mainly limited to the following series :

1. Descriptive Catalogue of records (on the lines of "Home Miscellaneous Series" of India Office).
2. Poona Residency Correspondence Series.
3. A Series of Administrative records of Governors of Bombay from 1820-1857.

A list of books issued is given at the end of this book.

The District records belonging to the period from 1818-1857 are with the Collectors, excepting in a few cases (pre-1857 records) which are in the Alienation Office, Poona, and Bombay Record Office.

About 150 Indian States were merged with Bombay, the more important of them, Baroda and Kolhapur having had record offices. Nagpur was added to the Province. Gujarat has since formed into a new Province. Some descriptions of records available in these centres are given below :

BARODA

Before merging, Baroda had a Central Record Office which was established in or about 1893. It was under a full-time

officer, Rajdaftardar, Baroda State Record Office. This is now under the administrative control of the Bombay Record Office and is retained at Baroda intact.

Baroda Record Office has a separate building of its own and the stack is fitted with steel shelves. The office and stack are well-maintained.

From its inception, the Record Office has worked as the central archival agency of the State. It owes its origin to the office of the Phadnis. The Phadnis under the old regime of the Gaikwad combined in himself the offices of the Chief Secretary, Finance Minister, Keeper of Seals, Accountant General, etc. He was expected to look to the Raja's correspondence, issue of Sanads, and arrange for the expenditure of the military and personal establishments of the Government. He borrowed loans from bankers and received accounts from Mahal and Subha officers. The records of the Phadnis' department form the nucleus of the Baroda records. In them will be found concentrated not only the Secretariat records but records of the survey settlement, of the Alienation department of customs, of the judiciary, the military, of the districts and taluka revenue officers, of the city municipality and several other agencies. The language of all the records except the earlier ones is Gujarati. The political records and those of the Secretariat at higher level are in English. The total number of records amounts to ninety nine thousand daftars and they occupy a space of 10 miles when measured in linear feet.

The volume of records of the earlier period is inconsiderable as compared to records of the period after 1875. This year is a land-mark in Baroda administrative history. From about this time begins the race of the great civil administrators headed by Sir T. Madhavrao. Their work was carried forward by the wise ruler Maharaja Sayajirao. The work of these administrators changed the face of Baroda from a mediaeval feudal Government into a modern progressive State. The change is reflected in the new departments that sprang up in the State about 1875. All their records from the beginning are concentrated in the Baroda Archives. The former State Government

laid down a definite set of rules to be followed in the making of records, their arrangement and classification. The rules are in principle similar to those at the Bombay Record Office but more strictly followed in practice in Baroda. Hence almost all the records deposited in the Baroda record office will be found equipped with workable lists and indices.

Records of the Secretariat and other departments have been received in proper order after weeding and classification. They are of permanent nature and nothing is to be destroyed from them.

Baroda records are mostly in forms of files, a very small part being in bound volumes.

The records in the custody of the office are for the period from 1730-1932. The records of the entire period are open for bonafide historical research according to a set of rules framed for the purpose. There is no guide or handbook to records but manuscript lists and indices are available. A list of publications is given at the end of the book.

The District records in Baroda were concentrated in the Record Office but have now been given back to the District Collectorates.

There is a small repair room in the record office.

KOLHAPUR

Kolhapur had a Record Office known as Huzur Record Office. Old records were examined and weeded out and a Historical Research Department was created in July 1946 with Dr. A. G. Pawar, M.A., Ph.D., LL.B., Bar-at-Law as the Curator of the Department and also as the Chief Archivist to the State.

Kolhapur Record Office offers a peculiar problem. Kolhapur developed an organised administrative system only in recent times. Before that the highest executive authority in the State vested in the ruling Chief who delegated his powers to his Dewan or Karbhari. All the old Kolhapur records thus emanated either from the Palace or from the Dewan's office. They generally begin about 1812 excepting in one or two instances such as expenses of the Palace (Huzur Khasgi, Kille paga,

Jamabandi, etc.) which pertain to a little earlier period. Under the Dewan were the Sarsubha who was in charge of revenue and allied subjects and the Saranyayadhis who decided judicial matters. Revenue and other allied records of the Sarsubha (611 bundles) begin from about 1882, while those of the Judiciary (1404 bundles) from 1844.

The Dewan's revenue records (789 bundles) commence from 1844 and come down to 1940. The Dewan functioned under different names. He was for some time the State Karbhari, then the Political Agent and lastly the Dewan. In addition there are records relating to Excise, Forest, Jail, State Printing Press, Education, etc. Account papers relating to the above subjects are kept separately and they number 1323.

The revenue records of the Dewan's office and the records created in the offices of the two functionaries, the Sarsubha and the Saranyayadhis and their subordinates, form the main part of the records housed in the Huzur Record Office, Kolhapur. These records are of the nature of District records and there is always a great demand for grant of copies from them.

Alienation papers form another big class of records in the Huzur Record Office. They begin from 1844 and number about 1500 *rumals*.

In Alienation matters, Kolhapur appears to have followed a different pattern from the Bombay Province. In Bombay alienations have been brought under seven heads. In Kolhapur no Inam Commission functioned and no classification of Inams has been effected.

The language of all the records is Marathi, written in the Modi script. The total number of records amounts to 12,000. There are Fehrists for the various series in 195 volumes.

The Political archives which are under the direct custody of a Palace servant, the Fadnis, consist of about 2,500 *rumals*. This record is known as the 'Dafata' record and it contains the orders of the ruling Chief on matters dealt with by him.

The records are similar to other administrative records located in the Huzur Record Office, the difference in the category is accounted for by the fact that they were all issued under the immediate orders of the Huzur. In the Dafata Records will be found papers relating to the domestic or palace expenses, treasury, treaties, engagements and also revenue account papers, mostly of the 19th century.

Among these are 300 *rumals* comprising the Parasnis and Chitnisi Daftar. From them the Historical Curator selected 6,000 documents out of which 4,500 have been listed. These documents mainly deal with Kolhapur and its relation with its feudatories and neighbours and should be found interesting for 19th century history.

The Political or Dafata records are housed partly at the old palace (Paga) and partly in a shed in the compound of the new palace. To these records have been added the records acquired from Jaghirs on the merger of the State and abolition of Jaghirs. They consist of about 2,500 bundles, containing accounts of Jaghirs. It is possible that correspondence of a political nature may be traced in them. The Ichalkaranji and Kagal records have some kind of *fehrist*s, others have none. Among the records in Bawda are 19 *rumals* which contain select material in the Bawda archives ; There are also 24 *rumals* (small size) of Persian papers. They consist mostly of manuscript books, old poetry, treatise on medicine, etc.

NAGPUR

Some 'historical records' and the Secretariat records were brought together to form the former Madhya Pradesh Secretariat Record Room. It was established towards the end of 1862.

There is a whole-time Record-Keeper with one assistant, two record suppliers and one peon. No hand-book to the records is available. Index to records and lists of records where there is no index, are available.

The following records are available in the former Secretariat Record Room :

Historical Records

1. Nagpur Residency Records	..	1798-1854
2. Nagpur Residency and Secretariat Records (Revenue, Miscellaneous & Correspondence)	..	1811-1882
3. Jubbulpore Divisional Records (with supplementary list)	..	1806-1859
4. Chhattisgarh Divisional Records	..	1854-1858
5. District Office Records	..	1816-1861
6. Allahabad Records (Saugor and Nerbuddha Territories)	..	1848-1861
7. Old Vernacular Records—		
(i) Bhonsla State (in English, Modi, Marathi and Urdu)	..	1819-1885
(ii) Shah Garha State (in Nagri, Urdu and Persian)	..	1810-1860
(iii) Jijey Ragho garha State (in Nagri, Urdu and Persian)	..	1818-1865
8. Old Letter Book (Received from Deputy Commissioner, Hoshangabad)	..	1825-1853
9. Resident, Eastern States Agency Records	..	1933-1947

Secretariat Records

1. Appointments Department	..	1906-1948
2. Agriculture Department	..	1892-1947
3. Commerce and Industry Department	..	1892-1948
4. District Council Department	..	1890-1905
5. Education Department	..	1935-1948
6. Electricity Department	..	1948
7. Finance Department	..	1864-1948
8. Finance Department (Budget Branch)	..	1926-1948
9. Food Department.	..	1942-1946
10. Foreign Department	..	1892-1905

11.	Forest Department	..	1892-1947
12.	General Department	..	1868-1892
13.	General Administration Department	..	1911-1948
14.	Grow More Food Department	..	1948
15.	Home Department	..	1892-1905
16.	Jail Department	..	1892-1948
17.	Janapada Department	..	1947-1948
18.	Judicial Department	..	1871-1927
19.	Labour Department	..	1947-1948
20.	Local and Municipal Department	..	1906-1948
21.	Medical Department	..	1890-1948
22.	Medical and Sanitary Department	..	1913-1920
23.	Military Department	..	1863-1892
24.	Miscellaneous Department	..	1906-1917
25.	Municipal Department	..	1890-1905
26.	Police Department	..	1868-1948
27.	Political Department	..	1854-1892
28.	Political and Military Department	..	1892-1948
29.	Public Health Department	..	1922-1948
30.	Registration Department	..	1924-1948
31.	Revenue Department	..	1859-1948
32.	VII—Revenue (Mining & Press)	..	1938-1946
33.	Separate Revenue Department	..	1906-1948

Education and Public Works Department records prior to 1935 were destroyed by a fire in 1935.

Records for fifty or more years are open for *bonafide* historical research purposes under a set of rules. Reference media are available in the form of Indexes and lists.

A list of publications is given at the end of this book.

Prior to 1916 a great deal of weeding was done among the historical records mentioned above and those of a general or historical interest were retained permanently whilst those of routine nature were eliminated. There are, therefore, no records relating to certain years and there are many gaps in various series. During the fire in 1935 in the Secretariat some records were also lost or damaged badly.

SAURASHTRA

Before integration, there was a Central Record Office of the Political Agent at Rajkot. Later Saurashtra was formed as a Part B State. Records at various centres came to be known by the place names as follows (as listed by the authorities concerned). :

1. Junagadh	..	1797-1948
2. Jamnagar	..	1783-1948
3. Bhavnagar	..	1778-1948
4. Dharangadhra	..	1833-1948
5. Gondal	..	1847-1948
6. Porbandar	..	1847-1948
7. Morvi	..	1750-1948
8. Wankaner	.. [?]	1510-1948
9. Wadhan	..	1836-1948
10. Limbdi	..	1867-1948
11. Rajkot	..	1867-1948
12. Dhrol	..	1845-1948
13. Palitana	..	1847-1948
14. Mongrol	..	1737-1948
15. Manavadar	..	1874-1948

WEST BENGAL

There is no Central Record Office of the Government of West Bengal as yet. The pre-mutiny records of the Bengal Secretariat and the Board of Revenue were separated and brought together to form in 1913 the Historical Record Room in Bengal.

Records are housed in the Writers' Building, Secretariat of the Government of West Bengal, and in an exclusive building near Presidency College, Calcutta.

There is a full-time officer-in-charge of the Record Office designated as the Director of Archives, Government of West Bengal. The post of the Keeper was first created in 1910.

The English records are from 1758 to 1858 and Vernacular records from 1624 to 1828. No hand-book to the records of the Government of Bengal is available—but one on the pre-mutiny records in the Historical Record Room is ready for the press. There is a *Catalogue of the English Records (1758-1858) preserved in the Historical Record Room of the Government of Bengal*. The following groups of records are named as historical records :

- | | | |
|---|----|-----------|
| 1. The President and Council, Select Committee, | | |
| Secret Department | .. | 1756-1774 |
| 2. Revenue Department | .. | 1771-1858 |
| 3. Judicial Department | .. | 1790-1858 |
| 4. General Department | .. | 1834-1858 |
| 5. Ecclesiastical Department | .. | 1834-1858 |
| 6. Education Department | .. | 1842-1858 |
| 7. Political Department | .. | 1834-1858 |
| 8. Financial Department | .. | 1857-1858 |
| 9. Public Works Department | .. | 1854-1858 |
| 10. Marine Department | .. | 1838-1858 |
| 11. Letters to the Court of Directors | .. | 1771-1858 |
| 12. Letters from the Court of Directors | .. | 1765-1854 |
| 13. Intermediate and Subordinate Authorities | | 1765-1858 |

Some information as contained in the Catalogue is (in the order given therein) indicated below.

Secretariat :—The President and Council : Select Committee, 1756-1762, 1765-1774 ; political and military matters ; collection of revenue from the Diwani Secret Department, 1763 onwards ; military plans and operations ; transactions with the "Country Government". The Comptrolling Committee of Revenue, 1771-72 : revenue matters. The Committee of Circuit, 1772-73 : the Company to "standforth as Diwan" to settle the land revenue of various districts, viz., Krishnagar, Kasimbazar, Dacca, Rangpur, Dinajpur, Purnea and Rajmahal. The President and Council of Revenue or Revenue Board, 1772-74. Revenue Department, 1775-1815 : administration of justice, customs, etc ; sayar, 1790-1805 ; wards, 1790-1805 ; grain, 1794-1803 ; mint, 1795-1808 ; Khalsa, 1776-1779 ; Tea Committee, government Tea Tracts in Assam, 1839-40.

Territorial Department, 1815-1834 : salt, opium revenue.

Revenue Department, Governor of Bengal, 1834-54 ; Lieutenant Governor of Bengal, 1854-58 ; Separate Revenue Department, 1834-52 : customs, salt, opium, stamps and Abkari. Miscellaneous Revenue Department, 1828-41 and 1853-58 : canals, embankments, roads, bridges, buildings, abkari, house tax, pilgrim tax, pensions, wards, etc.

Judicial Department : Revenue (Judicial) 1790-93 ; Judicial (Civil), 1793-1815 ; Judicial (Criminal), 1793-1815 ; Judicial, Civil-Lower Provinces, 1816-34 ; Judicial, Criminal-Lower Provinces, 1816-34 ; Judicial (Bengal) Civil, 1834-41 ; Judicial (Bengal) Criminal, 1834-41 ; Judicial consultations of the Lieutenant Governor of Bengal, 1841-58 ; abstracts of proceedings relating to the mutiny, 1857-58 ; Index to Mutiny Proceedings ; Judicial reference diary, 1858 ; Dawk Register, 1856 ; Judicial Town Registers, 1856-57.

General Department, 1834-58 : mainly on education, emigration, post office, medical, vaccination and political matters. Bengal education proceedings commence from May 1843.

Ecclesiastical Department, 1834-58 : The Bishopric of Calcutta was created in 1814 and the Department of the

Governor General dates from 1815. Bengal Government proceedings commence from 1834.

Political Department, 1834-1858 : Provincial Government Proceedings date from 1834 to 1855, these are included in the "general" proceedings.

Financial Department : Bengal Government in 1843 was to undertake the "management of the details of the financial operations of Bengal", but its records date from 1857.

Public Works Departments, 1854-58 : Grand Trunk Road ; Government buildings ; railways ; jails ; police stations ; court houses.

Railway Department, 1845-55 : Railway proceedings.

Marine Department, 1838-58 : marine affairs.

Intermediate and subordinate authorities :—The Resident of Murshidabad Durbar, 1769-70 : Letter copy book at Natore, 1769-72 ; revenue council at Murshidabad, 1770-72, conduct of Captain David Mackenzie ; Patna Factory records, 1765-1766. Calcutta Revenue Committee, 1733-1781 : customs ; salt ; settlement ; opium ; embankments. Dacca Council, 1773-79 ; Dinajpur Council, 1774-80 ; Burdwan Council, 1774-79 ; Committee of Revenue, 1781-86 ; Board of Revenue at Fort William, 1788-1822 ; Board of Revenue, Lower Provinces, 1822-29 and 1851-58 ; Sadar Board of Revenue at Fort William, 1829-50 ; Board of Revenue—Sayer, 1790-1806 ; abkari affairs and revenue from bazars, hats and ganges. Judicial, 1790-93 : wards ; 1790-1847, court of wards—correspondence relating to minor Srinarayan Singh of Paikpara family, 1820-27 ; relating to minor D. N. Ghosh, 1820-27. Police, 1794-97 : police tax in Bengal, Bihar, and Orissa ; land revenue for the support of Police in Midnapore, 1796-1800 ; grain, 1795-1803 ; the Grain Office or Clerk and Inspector of Public Granaries. Invalids, 1803-05 : affairs of native invalid officers and soldiers ; Post Office, 1820-29 ; revenue from Post Office ; Sunderbans ; 1825-29 ; settlement of Mahal Kharee in 24 Parganas, 1830-58 ; property belonging to Nawab Nazim of Bengal, 1836-56 ; proceedings of deputations, William Tröwer deputed in 1823 to investigate in the embezzlement of Murshidabad Treasury and

prosecute Pranchandra Mukherji, treasurer ; abkari, 1853-54 ; customs, 1788-93, 1809-19, 1851-58 ; salt, 1788-93, 1851-58 ; opium, 1788-93, 1851-58 ; commerce, 1851-52 ; Committee of Commerce, 1771-73 ; Board of Customs, 1773-85 ; Board of Trade, 1774-1835 ; Commercial, 1774-1835 ; customs, 1793-1809 ; salt, 1793-1819 ; opium, 1793-1819 ; hemp or sunn, 1801-15 ; indigo, 1811-12 ; Board of Customs, salt and opium, 1819-50 ; customs, 1819-50 ; salt, 1819-50 ; opium, 1819-50 ; commercial, 1835-50.

Board of Commissioners—Ceded Provinces, 1801-3 ; Board of Revenue—Ceded and Conquered Provinces, 1803-7, land sold for arrear revenues ; Board of Commissioners—Ceded and Conquered Provinces, 1807-22 ; Board of Revenue—Ceded and Conquered Provinces, 1807-10 ; Commissioner in Bihar and Benares, 1816-17 ; "that part of Bihar comprising the zillahs of Bihar, Shahabad ; Saran and Tirhoot" (which included Bhagalpur and Purnea and the districts now known as Gaya, Ranchi and Hazaribagh) ; Board of Commissioners in Bihar and Benares, 1818-22, settlement of saltpetre mahals ; Board of Revenue—Central Provinces, 1822-29 ; Board of Revenue—Western Provinces, 1822-29 ; Superintendent of Khalsa, Superintendent of the Khalsa Records and preparer of Reports for the Revenue Department, 1772-93, correspondence regarding revenue matters of judicial nature ; commissioner of law suits, 1777-79, preparer of materials for Company's Attorney and Standing Council.

Presidency Committee of Records, 1820-29 : to secure preparation and preservation of records and registers relating to landed property, tenures and rates of rent, etc.

Tea Committee, 1834-40 : tea cultivation in India ; import of tea seeds from China ; import of persons skilled in cultivation and manufacture of tea.

Controller of Surveys, 1851-55.

Comptroller of Salt, Collector of Salt Districts, Salt Chaukis, Calcutta, 1831-58.

Reporter of External Commerce, 1812-36 ; statement of export and import of merchandize and treasures.

Calcutta Exchange Price Current, 1820-58 : a weekly publication of price current of staple articles of Bengal, China, Java, Sumatra, Malabar Coast, Persian Gulf, Europe and America ; imports and exports ; rates of exchange ; bullion market ; arrival and departure of ships.

General Committee of Public Instruction, 1823-42 : Education Press, and Book Depository, 1825-34 ; finance of the Medical College, 1836-39 ; payments to educational institutions, 1828-42 ; vernacular education, 1840-42 ; "Literary" Proceedings—publications and patronage of books and literary works, 1824-41. Correspondence relating to Schools and Colleges, 1820-48 : Agra College, 1822-41 ; Hindu College, Banaras, 1820-28 ; Banaras College and Seminary, 1829-42 ; Delhi College, 1824-41 ; Bhagalpur Hill School, 1822-39 ; Bhagalpur and Patna Schools, 1840-41 ; Patna School, 1835-39 ; Jubbulpur School, 1837-39 ; Saugor School, 1834-40 ; Cawnpur School, 1822-34 ; Comilla School, 1837-39 ; Gauhati School, 1835-40 ; Comilla and Gauhati Schools, 1840-41 ; Mainpuri School, 1824-28 ; Midnapore School, 1834-41 ; Nizamat College, Murshidabad, 1834-41 ; Allahabad School, 1834-39 ; Gazipur School, 1835-39 ; Gazipur and Allahabad Schools, 1840-41 ; Ajmer School, 1836-39 ; Azimgarh and Gorakhpur Schools, 1840-41 ; Bareilly School, 1835-39 ; Farrukhabad School, 1831-39 ; Puri and Cuttack Schools, 1835-40 ; Cuttack, Dinajpur and Dacca Schools, 1840-41 ; Dacca School, 1835-40 ; Seetapore and other Schools, 1840-41 ; Meerut School, 1835-39 ; Bareilly, Farrukhabad, Ajmer and Meerut Schools, 1840-42 ; Allahabad, Farrukhabad, Gorakhpur, etc. Schools, 1826-33 ; Ajimgarh School, 1837-39 ; Bauleah School (Rajshahi), 1836-39 ; Jessore and Beuleah Schools, 1840-41 ; Jessore School, 1837-39 ; Dinajpur School, 1837-40 ; Chinsurah Village School, 1815-19, 1820-24, 1824-34 ; Arracan School, 1836-50 ; Moulmin and Arracan Schools, 1840-42 ; Husingabad School, 1837-39 ; Ajmer and Husingabad Schools, 1818-40 ; Regimental Schools, 1832 ; Gorakhpur School, 1836-39 ; Arrah and Chapra Schools, 1837-41. Miscellaneous Volumes, 1811-41, relating to pecuniary aid, application for teachership, testimonials and certificates,

English masters, mastership examination, books sent to Schools and Colleges, Hindu College, Tirhut, etc. Account Books relating to Schools and Colleges, 1819-41.

General Committee of the Fever Hospital and Municipal improvements, 1835-46.

Railway Commissioner, 1850-57, "for purchase of lands required for the purposes of the railway about to be commenced at Howrah and to run in a north-westerly direction from thence."

Miscellaneous records: Jonathan Duncan sent to settle disputes in Sandwip, 1778-79; Izaradars and Ihtimamdars of 24 Parganas, 1758; revenue accounts of the Diwani (Subah Bengal), 1799-81, signed by Warren Hastings and Edward Wheeler; lists of records; old registers containing list of indices; number of proceedings; consultations; copy books; receipt books; Note-books of cases; "Lay Books": papers laid before the officers; Board Books: papers placed before the Sadar Boards; "Number Book": register showing the number of original consultations, 1823-58; Historical register of Khas Mahals: accounts of the Khas Mahals with dates of their settlement, etc., 1837-40.

Records are open up to 1901 for bonafide research under a set of rules. Reference media are available only in the form of manuscript Indexes (monthly or annual). Printed Select Indexes to all General Letters to and from the Court of Directors are available.

No weeding is done so far as the records of the Historical Record Room are concerned. Current records are weeded under rules framed by the Government.

There is a small mending arrangement with English tissue and lotus papers.

Indexing and press-listing of old records have been pursued on a limited scale. A list of publications is given at the end of this book.

The following records of the Government of India are in the custody of the Government of West Bengal: Revenue Department, Select Committee, etc. 1756-1834; Dutch and Danish Records—1710-1848.

It has been decided to concentrate in the Record Office all District records up to 1858.

COOCH BEHAR

Before merging, records in Cooch Behar were located in the following places :

1. Council Record Office.
2. Revenue Record Office.
3. Judicial Record Offices (Both Civil and Criminal).

These Records Offices were under the charge of whole-time Record Keepers. The following groups of records were available.

- | | | |
|---|----|-----------|
| 1. English Correspondence of Commissioner's Office. | .. | 1864-1884 |
| 2. English Correspondence of Deputy Commissioner's Office | .. | 1864-1884 |
| 3. English Correspondence of Council Office. | .. | 1883-1941 |
| 4. Annual Administration Reports, Registers etc. | .. | — |
| 5. English Correspondence of General Department Office. | .. | 1883-1919 |
| 6. Criminal records of the Civil and Sessions Judge's Courts. | .. | 1883-1884 |
| 7. Case Registers and Case records | .. | 1883-1884 |

A list of publications is given at the end of this book.

PUNJAB

The Punjab Historical Record Office was established in 1947. Before partition of India, the United Punjab had a Historical Record Office at Lahore since 1925. After partition the Record Office was located at Simla and was engaged in collecting records from the Secretariat, concentrating District and Divisional records, procuring pictures, portraits, paintings, coins and family records, as well as stray manuscripts, farmans, etc. A Museum was set up for displaying the important exhibits in the custody of the Record Office.

After the merging of Pepsu with the Punjab, the Record Offices in both the States were amalgamated and is now located at Patiala in Qilla Mubarik. It has a full-time officer in charge who is designated as the Keeper of the Records of the Government of the Punjab.

The following groups of records are available :

1. Ambala Division :

(a) Revenue Department	..	1856-1880
(b) Judicial Department	..	1857-1864
(c) Military Department	..	1857-1873
(d) P.W. Department	..	1864-1880
(e) General and Political Department	..	1857-1880

2. Old Delhi Division :

(a) Miscellaneous Department	..	1857-1880
(b) Settlement Department	..	1859-1880

3. Old Hissar Division :

Miscellaneous Department	..	1857-1880
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4. Lahore Record Office :

(a) Punjab Regional Survey Committee records	..	1942-1947
(b) District records	..	19th century
(c) Records of the Government of Maharaja Ranjit Singh and his successors	..	1811-1849
(d) Punjab Government Gazette	..	1857-1947

5. Karnal District :
Deputy Commissioner's records .. 1809-1866
6. East Punjab Liaison Agency :
Records regarding evacuation, rescue
of abducted women, converted persons
and property of non-Muslims left in
West Pakistan. .. 1947-1949
7. Evacuee materials left in East Punjab :
Records, manuscripts, coins, etc. at
Jullundher, Doab, Karnal, Kaujpura,
Panipat, Rewari, Ambala and Simla—
A huge mass of records in English,
Persian, Arabic or Urdu, Punjabi or
Sanskrit.
8. Private custody :
(a) Baba Prem Singh of Hoti, Mardan ;
(b) Thakur Chatar Singh, Rajauri ;
(c) Thakur Dalip Singh Chauhan ;
(d) Dr. A. M. Daula of Ludhiana ;
(e) Shri J. C. Bhatnagar, Kapurthala ;
(f) S. B. Labh Singh, Patiala ;
(g) Shri Roop Chand 'Sachdev', Jullundhur ;
(h) Shri Pran Nath Dutt, Ambala.

The following reports contain some descriptions of records :

A Report on the Progress of the Punjab Historical Record Office during 1948-49 ; Report on the Progress of work done at the Punjab Government Record Office during the year 1950.

Prior to merging, Patiala State had a record office known as "Old Record, Foreign Office, Patiala" and the office was in charge originally of a part time official, who was the Professor of History, Mohendra College, Patiala. Later on in February 1948, a full time Officer designated as the Director of Archives, Patiala, was created. The office was later merged with the Punjab Record Office.

The following groups of records are available in the office. Patiala :

(a) Foreign Department (Munshi-Khana)	..	1765-1948
		(Stray papers for 1696 and onwards).
(b) Prime Minister's Office	..	1914-1948
(c) Chamber of Princes	..	1916-1947
(d) Economic Adviser's Office	..	1945-1946

Jind :

Foreign and Political Department (Munshi Khana)	..	1809-1948
		(Stray papers for 1702 and onwards).

Kapurthala :

Saddar Records	..	1827-1945
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Malerkotla :

(a) Prime Minister's Office	..	1931-1948
(b) Finance Minister's Office	..	1931-1948
(c) Foreign Secretary's Office	..	1898-1948

Faridkot :

Miscellaneous Departments	..	1887-1948
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Kalsia	} The records are in the process of sorting, classification and proper arrangement.
Nabha	
Nalagarh	

No Hand Book or Guide to the above series of records is available.

Records are open for research upto 1880 and suitable facilities are offered. A set of rules governing access to the records has been framed and published. Reference media exist in the form of hand-lists, indexes, and catalogues.

Papers are weeded according to the rules framed.

Arrangements exist for repairing of old and fragile documents with chiffon, etc.

The publication work is mainly divided into Press List of Records and Monographs prepared by outside scholars.

A list of publications issued by the Punjab Record Office before partition of India will be found at the end of this book.

UTTAR PRADESH

A Central Record Office in Uttar Pradesh was created in 1950. It is located at Gandhi Marg, Allahabad. There is a full time Keeper of the Records.

The pre-mutiny records of the Secretariat of the United Provinces (now Uttar Pradesh) were all destroyed by fire some time in or about 1870. Prior to that, large scale destruction of records took place during the Mutiny. There are, therefore, no early records of the Uttar Pradesh Government excepting some outside the province and some in Divisional and Sub-Divisional headquarters. The earliest records in the State appear to be in the Banaras Divisional headquarters which date from 1775 to 1893. Some records relating to the State are available in other places as shown below :

- | | | |
|--|----|------------|
| 1. National Archives of India | .. | 1762-1893. |
| 2. West Bengal Records Office | .. | 1776-1855 |
| 3. Record Room of Calcutta High Court | .. | 1793-1810. |
| 4. Map Publication Office, Survey of India.. | | 1823-1863. |

The pre-mutiny records available in the State are noticed in the following books :

A Hand Book to the English Pre-Mutiny Records in the Government Record Rooms of the U.P. of Agra and Oudh by D. D. Dewar.

Notes on the Records of the Board of Revenue, North-Western Province by W. W. Hunter.

Some description of the more interesting items as contained in Dewar's Hand Book is indicated below in the order given.

Secretariat : Correspondence between the Government and the Board of Revenue, Commissioners and Collectors, 1810-59.

Board of Revenue : Among this group of records there are papers relating to the Districts of Cuttack, 1805-7 ; Dinajpur and Rangpur, 1816-19 ; Bhagalpur and Purnea, 1816-22 ; Bihar, Ramgarh, Shahabad, Saran, 1816-29 ; Delhi, 1822-25 ; miscellaneous revenue records of Agra, 1801-2 ; Board's records,

1803-7 ; revenue collection in the district in the "Doab conquered from Daulat Raow Sendhia by the British arms," 1803 ; district of Cuttack placed under the Revenue Board at Fort William, 1805 ; abolition of ganj and bazar dues, 1805 ; tax on graziers ; pensions ; damage to crops ; acquisition of land ; construction of markets, hackeries ; saltpetre ; salt ; breeding of mares and stallions ; pay of officers ; demolition of forts ; police ; information on rainfall ; repairs of roads, bridges and sarais ; farming of estates ; export of grains, commercial residents at Benares, Mau, Azamgarh, Etawah and Bareilly ; defaulting malguzars ; stamped papers ; customs duties ; grain to army ; loss sustained due to invasion of Jaswant Rao Holkar ; loss due to incursion of Amir Khan ; Residents at Delhi and Lucknow ; potato seeds ; pilgrims to the temple of Jagarnath ; Farrukhabad mint ; temporary daks ; charges against government servants ; allowances for feeding peacocks and monkeys.

Board of Commissioners in the ceded and conquered Provinces, 1807-22 ; the Board's tour through the provinces with about 1,500 followers and supply of provisions viz., atta, rice, firewood, dal, ghee, salt, oil, earthen pot, fowls, kids, sheep, egg, milk, gram, straw, bhoosa, etc. ; advertisements ; military bazars ; want of bread for military officers ; buildings ; claim of Chait Singh ; new currency ; deaths ; drugs ; damage done by marching troops ; Dewan of Cawnpore, Gorakhpur ; confiscation of estates ; elephants ; engagements of farmers ; fines ; forgeries ; hail storms ; European invalids ; jagir of Bhaza Bhai, daughter of Holkar ; jails ; liquor ; bank notes ; pilgrim tax ; potato seeds ; rewards for tigers ; resignation of officers ; Company's stud ; stamp duty ; town duty ; thefts ; weather report ; exchange of land with Daulat Rao Sindhia ; repair of Taj Mahal ; boundary with Nepal ; fabricated sands ; list of native officers ; statement of land held by Europeans ; titles ; destruction of counterfeit coins ; Naubat Khana ; pilgrimages of Rajas ; treatise on agriculture ; wakil of Raja of Bharatpur ; civil architect ; discriptive rolls ; distilleries ; endowment of Sanskrit school at Agra ; grants for meritorious services ; produce of khajjur trees ; mausoleum of of Shah Daulat ;

pilgrim tax ; employment of public servants on private business ; stud at Buxar ; Taj at Agra ; Khusru's garden at Allahabad ; stone quarries ; substitution of vernacular for Persian as Court language in 1836 ; famine of 1838 ; Agra College ; Grand Trunk Road ; Bird's note on the Saugor and Nerbudda territories, describing the state of the province, the manner and customs of the people, etc. Some items among Oudh records such as allowance to the Roman Catholic chaplains ; Boudi raja ; Apothecary Thomson's claim for allowance ; correspondence regarding Raja Man Singh ; pension of Begam Bahoo Saheb ; pension to the servants of ex-king of Oudh ; protestants in Bahraich division.

Meerut Division, 1829-1857 : correspondence relating to Meerut, Aligarh, Bulandshahr, Shaharanpur, Muzaffarnagar and Dehra Dun districts.

Meerut Collectorate, 1805-57 : revenue settlement ; abkari office ; settlement officer ; judicial matters, etc.

Saharanpur Collectorate, 1814-56 : correspondence relating to Raja Ram Dayal of Landhaura ; compensation statements ; mortgage-deeds ; Mountstuart's Report on the territories ceded by the Peshawa, 1821 ; Sterling's memoirs on the Cuttack district ; minute by the governor of Bombay on the levy of nuzerana ; regarding the building of Saharanpur Church ; narrative of heinous crimes committed in Saharanpur, 1857 ; a marriage register, 1852-66.

Dehra Dun Collectorate, 1822-56 : Europeans' estates in Mussourie and Landour ; cultivation of coffee ; forest produce ; grants ; grazing tax ; cultivation of hemp in Dun ; Rajpur-Mussourie road ; tea plantation in Dehra Dun ; cognisance of abortion ; camels ; geological collection ; crimes ; depredations ; duty on elephant catch ; flax ; indigo planters ; lands held by Europeans ; Mussourie visited by Rajas ; new notes of Bank of Bengal ; operations against Burmese ; Agra Orphan Press ; passports for Rajas to proceed to Hardwar ; list of British subjects in Lower Provinces and licences to reside in the country ; survey report ; weather reports ; wills ; affairs relating to the Raja of Garhwal ; Post Master of Naini Tal ;

complaints of Europeans against their bearers, syce, dhobis etc.

Rohilkhand Division : records destroyed in the mutiny. Some customs and other correspondence available.

Bareilly Collectorate : no original records, only some copies obtained from elsewhere are available.

Bijnor Collectorate : Revenue Administration Report, 1855-56.

Moradabad Collectorate : pre-mutiny records destroyed in the Mutiny but original *khasras* and maps for 1835 are available.

Agra Division, 1808-57 : correspondence relating to Agra district on revenue matters ; Taj buildings and establishment ; fort at Agra ; gardens and buildings at Sikandra ; cotton farm ; agricultural distress ; crop-cutting experiments ; rules regarding copying documents ; circular prohibiting Indian Civil Servants from adopting native dress ; rules regarding trial of European British subjects ; Taj gardens ; acquisition of land for railway and other purposes ; meteorological reports ; mode of recording English proceedings ; the Secundra Press ; government pleaders ; grant to the Peshwa in the Doab ; destruction of wild animals ; arrangements of records ; stamps ; stamp-vendors ; native surveyors ; graduated salaries for revenue record-keepers and their subordinates ; town duties ; pilgrimage of exalted personages ; crime in Agra ; child stealing ; statement of criminal justice ; Ganges canal ; river dacoity ; elementary education ; franking of letters ; mode of addressing officers in correspondence ; tour of Lieutenant Governor ; sickness and mortality among prisoners ; rules regarding election and conduct of panchayts ; durability of papers on which vernacular records were written ; survey of railway lines ; scholarships in Agra College endowed by the Bharatpur Raj ; thugs ; thefts ; uniforms of chaprasis, jamadars and najeebs ; wells along the Grand Trunk Road ; opinion on the Bill to remove all legal obstacles to the marriage of Hindu widows ; list of chaukis on the entire line of Grand Trunk Road ; military organisation of the Police of Bengal and North-Western Provinces ; list of trees on the banks of the Jamuna ; Dr.

Murray's vaccination report ; Post Office and Electric Telegraph ; wooden posts and bamboos for electric poles on the Grand Trunk Road between Calcutta and Benares ; petitions from various Begums for increase in stipends ; Englishmen not to be taken into the services of Chiefs without permission of the Supreme Government ; a chapel at Fatehgarh ; daks maintained by native chiefs ; form of writing official letters ; a forged letter to the Nawab of Farrukhabad purporting to be from Holkar ; wills of Nawabs ; applications for grants to princes and others to celebrate marriages of their daughters ; political pensioners ; order directing the discontinuance of Kashmir paper in Persian writing ; request of Maharaja Ranjit Singh to be furnished with letters to the Judge and Magistrate of Farrukhabad to assist some merchants in obtaining a settlement of their dues from residents at Farakhabad ; firing of salutes ; impressions of seals used by chiefs, stipend to the members of Mysore family ; exemption of Nawabs and others from appearing in British Civil Courts ; famine, disposal of dead by putting it into quick-lime ; cost of famine ; announcement of the victories of Mudki and Ferozeshahr ; announcement of treaty of peace between the Emperor of Russia and the Allied Powers.

Agra Collectorate, 1853-63 : settlement registers ; bill books ; pension ; Taj and other public buildings.

Etawah Collectorate, 1821-22 : some revenue records.

Mainpuri Collectorate, 1857 : a guard book containing an account written by eye-witnesses of the rising in 1857.

Aligarh Collectorate : some revenue papers only are available.

Allahabad Division, 1807-57 : ex-Amirs of Sind, 1848-53 ; ferries and ghats ; discharge of irregular horse establishment of Allahabad Collectorate ; roads ; bridges ; house taxes ; potato seeds ; flood ; civil court at Cawnpore ; court martials ; misconduct of Ravenscroft ; land for cantonments and other government purposes ; construction and repair of government buildings ; tours of officers ; partition ; robberies ; destruction of wolves ; weather reports ; stamps and stamped paper ;

maintenance of records ; revenue survey ; riot between Muhammadans and Hindus in the Muharram and Dasehra of 1821 ; property of Himmat Bahadur ; instructions issued to police officers in the cases of Suttee in 1829 ; disbandment of the Bundelkhand provincial battalion in 1831 ; rules prescribing the duties of Joint Magistrates and Deputy Collectors in 1831 ; Nizamat and Dewany Adawlut for the North-Western Province ; tables for converting Fatehpur and Cawnpore bighas into acres ; revision of the revenue and judicial jurisdiction in the Allahabad division, 1835 ; revision of the post office system in the North-Western Provinces in 1839 ; disturbance between the Hindus and Muhammadans in the Holi of 1841 ; establishment of a dispensary at Allahabad in 1840 ; municipal police in Allahabad in 1842 ; construction of a road from Mughalsarai to Allahabad on the south bank of the Ganges ; rules for guidance of Road Committees ; the Grand Trunk Road ; Church at Banda ; state prisoners ; disputes between Hindus and Muhammadans at Allahabad on the Ram Lila and Muharram festivals in 1852 ; conspiracy against the life of General Jang Bahadur of Nepal ; confinement of Nepalese State prisoners at Allahabad fort ; training of young civil servants ; ex-Raja of Sattara, a state prisoner in 1856 ; list of non-official Europeans residing in Cawnpore, 1821-28.

Farrukhabad Collectorate, 1819-57 : settlement of land revenue ; jagirs ; land for Grand Trunk Road and the Ganges canal ; pensions to the members of family of the Nawab of Farrukhabad ; boundary disputes.

Fatehpur Collectorate, 1843-56 : bazar profits ; unhealthiness of the town and the best means of remedying the evil by draining certain swamps in the vicinity, 1843-48 ; compensation for land taken up for the East Indian Railway, 1856-57.

Jhansi Division, 1821-1854 : list of quanungoes and chaudhuries in Gwalior ceded districts, 1850 ; irrigation from Barwa Sagar lake ; grass and jungle land ; exchange of territory between Sindhia and the British Government ; stipends for religious purposes ; diamond mines of Panna ; muslin of Chanderi ; Blake's report on the Chanderi district in 1847 ;

vernacular schools established by the Raja of Banpur ; roads and their repairs ; introduction of silk works in the Chanderi district ; Kalpi fortress ; jagir of Colonel Baptist and other jagirs ; appointment and dismissal of government servants ; local currency of Jalaun district ; production of sugar in Chanderi district ; Chanderi cloth ; improvement of the town of Lalitpur ; temple grants in Jalaun ; correspondence relating to the ex-Amir of Sind.

Jhansi Collectorate, 1826-56 : release of certain rent-free land held by Hari Das for the support of a temple ; grant of an allowance of Rs. 1000 per annum to the Rani of Jhansi for the support of a family temple ; maufi rules and notes by E.A. Reade and F. B. Outram on Chanderi district ; rules for the settlement of debts of the native chiefs in the Saugor and Nerbudda territories.

Banda Collectorate, 1807-57 : boundaries ; transfer of villages ; revision of settlement ; farming of estates ; khas mahals ; land acquired for cantonments, government buildings, encamping grounds, and the Company Bag ; estate of Zulifqar Khan ; purchase for Rs. 5000 of a house for Ludlow, Judge of Circuit ; protection of hill passes ; diamond mine near Maira ; village police establishments ; Chitta Tara road ; sale of circuit house ; establishment of Collector's Office ; school for instruction of amla ; resolution regarding government servant purchasing property ; the Nawab of Banda ; game preserves ; historical account of landed proprietors, Nimmipar ;

Hamirpur Collectorate : an account of the Raja of Baoni, who was placed in charge of pargana Hamirpur during the Mutiny.

Benares Division, 1775-1859 : the records are the oldest in the Province. The records of the Agent to the Governor-General contain letters addressed by Viceroys to the Indian Princes and Begams ; intrigues of Dulip Singh, an ex-peon, who had obtained great ascendancy over the Raja Mahip Narain ; unwillingness of Raja Udit Narain to the Government nominee, Bala Sukh Lal, his manager ; Raja Udit Narayan's letter to the Resident ; mutiny of the 15th Battalion of Native Infantry

at Midnapur ; murder and robbery of the servants of J. A. Grant of Benares ; fight between the followers of Willcocks and Thrieland ; report of Maulvi Abdul Khan on the trade of Nepal ; addresses of congratulations to Warren Hastings from the Raja of Benares and his family, principal Hindu and Muslim inhabitants, and the Pundits of Hindu College and other Hindus ; pensions ; official reports of deaths of Rajas and other political personages ; guard for distinguished visitors ; a khellat to Raja Udit Narain ; correspondence with the Raja of Nepal ; correspondence relating to the royal family of Delhi and other political pensioners living at Benares ; state prisoners confined at Chunar ; correspondence relating to the Coorg family and Raja of Satara ; papers relating to the Family Domains of the Maharaja of Benares ; revenue account-book of Raja Cheyt Singh and Raja Myip Narain ; loom tax on weavers abolished ; monopoly on lime, Sajji, fire wood, timber, lead and gold abolished ; sitting dhurna declared illegal ; plunder of boats on the Ganges by Dusadhs ; robberies by Buddiks ; Brahmans guilty of murder banished to Penang and later on to Andamans ; trouble by Maratha pilgrims ; repair of roads and bridges ; sanitation of Benares city ; Sanskrit College ; European planters settled and friction between them and local people ; bribery ; hire of boats ; new system of administration ; cattle-breeding ; conferences of Residents with the Raja ; Customs House ; Europeans holding villages ; demolition of forts ; botanical garden ; Holi festival ; idols ; Jaggarnath ; military force to assist revenue collection ; Benares mint ; grant of lands to Marathas ; Raja of Nepal ; Nana Farnavese ; Nagpur family ; putting old women to death ; Peshwa's grandmother ; poppy cultivation ; Rajkumars agreeing not to destroy their female children ; salary of officers ; survey ; school ; shahzada Prince Mirza Hajee's intended visit to Benares ; complaint of weavers ; geneological table of zeminders of pargana Mongra ; Zalim Singh attacked by the English ; indigo factories ; maintenance and registration of village records ; survey of rivers and alluvial tracts ; cattle poisoning ; doolies for dead bodies ; registration of eunuches ; graveyards ;

public gardens ; Rani of Buttikh ; formation of new town ; maps of site occupied by government buildings ; ex-Amirs removed from Hazaribagh to Garipur ; navigation of the Ganges ; apprehension of Nana Sahib ; religious procession ; grand Trunk Road ; vernacular language in place of Persian ; Sarai register.

Benares Collectorate, 1795-1857 : European residents ; indigo works ; public granaries ; cantonments at Benares, Ghazipur, Jaunpur, Mirzapur and Sultanpur ; dak bungalows ; mausoleum to Lord Cornwallis ; insane hospital ; blind asylum established by Raja Kali Shankar Ghosal in 1825 ; coffee plantation ; Family Domains of Raja of Benares ; prohibition of collecting recruits for Holkar ; Sanskrit and Missionary schools ; estate of Bibi Khanam Jan, widow of Colonel Wilford, 1847-57 ; Godhulia nala and other improvements ; Great Trigonometrical Survey ; ground rent for Nana Farnivish's land ; maps and papers relating to land acquisition by the East India Railway ; Paris and other exhibitions ; property of prostitute, Musammat Hingan ; Rani Bhawani's estate ; steam navigation of the Ganges.

Ghazipur Collectorate, 1817-55 : control of ferries ; stipends of military jagirdars ; entertainment of Registers for the preservation of English and native records ; proceedings of the Committee of records in 1821 ; coffee cultivation ; prohibiting use of native dress by members of Civil Service ; Persian Copy of Rev. Marshman's Bengali Newspaper ; grant of land to Pindari Chief ; cholera in Ghazipur ; an Urdu history (Hijri 1179-1184) describing the meeting between Nawab Shujauddin and General Camac and their treaty, and subsequent meeting with Clive : an account of quarrel between Balwant Singh, Raja of Benares, and the Nawab ending with the death of Balwant Singh and the intrigue which followed ; Duncan correspondence ; list of estates on the banks of the Ganges and the Gogra.

Jaunpur Collectorate, 1848-55 : note "on the so-called nazul cases in the city" by Barry ; memorandum by Addison on the city land of Jaunpur ; ceremony of *Shagoon* practised by

tahsildars of Benares division at the end of *Bhadon* for extracting money from the people ; proceedings of Jonathan Duncan.

Mirzapur Collectorate, 1795-1852 : (judicial records are the oldest in the district). Zamindari of the Raja of Agoree Burhur ; Kantit estate ; village maps ; clash during Muhurram and Holi festivals in 1841 ; prohibiting police from acting as mediator in private bargains ; prohibition of borrowing money by one clerk from another ; trial of British subjects for murder ; employment of prisoners to watch plantation of trees ; bridges of boats ; Grand Trunk Road ; uniforms of police ; directives to thandadars to make all persons of bad character to sleep at the thana ; family cliques in offices ; circulars relating to mutiny ; planting of trees on roads ; crimes by British subjects or European foreigners ; list of European British subjects residing in villages ; maps of districts ; prohibition of sale of slaves imported into British territory ; baptism by magistrates ; a bank at Calcutta ; removal of the Rani of Raja Cheyte Singh ; public employment of people educated in collegiate institutions ; marriages and deaths of Europeans ; indigo planters ; European dying intestate ; descriptive statement of foreigners ; French subjects to be put under restraint during war with France ; translation of the Hindu Digest ; hostilities between the British and allies, Secundar Jah and the Peshwa on the one hand and Daulat Rao Scindia and Raja of Berar on the other ; military operation against the Raja of Bardi in 1811 ; use of Bengal paper ; method of suppressing thugi ; castration of slaves ; selling of children by parents ; prevention of fires ; holidays ; stolen property ; examination of witnesses ; cholera pills ; letter-boxes ; banias giving short weight ; reports of the death of travellers, etc ; dharamsala at Mirzapur ; Durgah fund ; public office at Chunar ; the Stone Mahal ; agitation among the sepoys caused by the new greased cartridges in 1857 ; statements of lands held by Europeans ; construction of East Indian Railway ; antiquarian researches ; Kantit estate ; manufacture of durries ; return of Europeans killed and wounded by the rebels ; ice pits ; ice duties ; list of natives eminent for loyalty

or disloyalty to the government during the Mutiny ; property of rebels ; descriptive roll of rebels ; Maharaja of Rewah ; construction of canon by Raja of Singrauli.

Chunar Fortress, 1808-39 : the fort garrisoned by the Company's invalids ; full reports of the proceedings of general and regimental court martial ; time-expired soldiers of the Company ; leave to military officers ; military funerals ; Fort Adjutant ; commanding officer ; list of inscriptions on tombstones in cemeteries at Chunar ; statement of records of services ; alphabetical annual log rolls ; general and station orders, 1808.

Gorakhpur Division, 1802-42 : stipend of Rs. 4000 per annum to Raja Oodey Pertap Sein ; Kureem Khan, Pindari Chiefs' jagir ; topographical survey ; J. H. Bridgeman's grant ; appointment of stranger in the office of Qanungoes ; Olson's grant ; Campier's grant ; Busharatpur grant to the Church Mission Society ; Jeo Dehnam's grant ; Angustin's grant ; Theodore Dicken's grant ; Lady Malkin's grant ; treasure brought from Gorakhpur during 1857-58 ; Ziegler's grant ; Arrouch's grant ; A. Sym's grant ; Howard's grant ; Maclean's grant ; Finch's grant ; Gibbon and Coy's grant ; R. S. Fitzgerald's grant ; Downe's grant ; Hamilton's grant ; D. McCornish's grant ; Mirza Hussan Ali Beg's grant ; H. Hasting's grant ; boundary pillars between Nepal, Oudh and British government ; treaty with Nepal for surrender of criminals ; improvement of Sumer Sagur ; management of estate of Krishnath Roy ; maps of villages.

Gorakhpur Collectorate, 1801-16 : claim of Raja of Nepal to Butwal ; shortage of money ; study of Bible encouraged ; hemp factory ; native religious institution ; navigation of the Gogra ; settling of Pindari Chiefs ; Sattasi Raj ; traffic statistics ; order prohibiting use of tombs, mosques and temples as residences of officers ; Thugi and dacoity cases.

Kumaun Division, 1815-56 : Gurkha war of 1815 ; report on the mines of Kumaun ; road making ; cantonment at Pithoragarh ; wild elephant ; proclamation in 1819, making it unlawful for a husband to kill a man who had committed adultery ; sale of women and widows ; history of Dehra Dun ;

coffee planters ; iron ; sal timber ; wool ; report on the geology and mineral resources of Kumaun in 1826 ; fort Almora ; grant of land to Barron at Naini Tal ; Sikh-Chinese war ; Garhwal mines ; cotton ; shawls ; new road to Tartary ; road over Burmadeo Pass ; trigonometrical survey ; abolition of slavery ; witchcraft ; ordeal by hot iron ; management of pilgrim route ; tea plantation ; botanic gardens in Kumaun ; Sikh refugees ; abduction of women ; affray between Mahur, Mundola and Bora tribes ; ancient buildings ; Chinese carpenters ; Almora Church ; Naini Tal Church ; Coolie godown ; duel at Naini Tal in 1849 between Muller and Clarke ; effect of trees on climate ; London Exhibition, 1851 ; fairs ; gold washing ; Hindu Kings ; Nepal affairs ; Prince Waldemar ; Raja of Jambu ; Raja of Kunog ; Raja of Rewah ; route from Naini Tal to Bamourie ; Sankara Acharya ; social and political matters ; Sikh force ; sugar and gur ; Tarai irrigation ; Ujit Sing ; Umba Singh ; plague ; Naini Tal Crickate ground ; selling of girls ; registration of marriages ; orange trees ; Garhwal Raj ; war between Sikhs and Chinese ; mission from Tibet and Ladak ; disposal of Sikh refugees ; rebel rajas from Trans-Sutlej states ; claims of Badrinath and Kedarnath temples ; the Mutiny of 1857 ; Chinese Tartar frontier ; village school ; marriage registrarship ; wind mills ; ancient coins.

Almora, 1839-59 : female prisoners not to be fettered ; Almora Jail ; purchase of Major Corbett's estate at Hawalbagh for Rs. 3,000 ; proposed tea garden at Bhim Tal ; dharamsalas ; settlement of land attached to the temples of Bardrinath and Kedarnath ; Lakchmi Narain Joshi, political prisoners ; Batten's report on Kumaun Tarai ; list of European, Eurasian and native officers and subordinates ; grant of sanads to the rawals of the three great temples of Badrinath, Kedarnath and Gopesar ; report on tea plantations ; maps of Kumaun and Kumaun Bhabar ; terms with Chinese tea manufacturer ; geneological table of certain Rajputs settled in Kumaun and Garhwal ; reception of three rebel rajas of Western Hills with their families ; prohibition of sale of property by political officers to native princes ; particulars of social position of native judges ;

pensions to certain individuals escaped from Afghanistan ; Hari Chand Rajbar, a Nepalese refugee ; grant of rents of mauza Johata in pargana Pali to Nanda Devi Temple ; iron and copper mines in Kumaun and Garhwal ; care and control of burial grounds ; destruction of old records ; rules for transliteration of vernacular names ; purchase of Moti Ram Sah's "Victoria Hotel" for a Kutcherry at Naini Tal for Rs. 4,000 ; educational test for subordinate servants ; preparations of narratives of crimes.

The pre-mutiny records of the Board of Revenue do not contain any original records for the period prior to 1857. The Board's records from 1801 to 1874 and those in the Secretariat Records room are open for research under a set of rules.

There being no original records prior to 1857, the question of weeding of Board of Revenue records did not arise. The old Oudh records from 1857-1890 have been twice weeded, once in 1921 and again in 1939. Papers of permanent value have been retained and the rest destroyed. Similarly, Arga Province records have been retained in weekly bundles. No list of papers destroyed is available.

A list of publications issued will be found at the end of this book.

BIHAR

A Central Record Office has been established in 1954 in Bihar. The Secretariat Record Room was established in 1912.

The records are housed in a part of the Secretariat building and the rooms are provided with steel shelves and gangways.

The early records in the State are those in the District and Divisional headquarters for the period from 1771 to 1859 and those in the Secretariat Record Room are for the period from 1859 to 1946. The following groups of records are available in the Secretariat Record Room :

1. Finance	..	1859-1946
2. Revenue	..	1859-1946
3. Education	..	1859-1946
4. Municipal	..	1859-1946
5. Medical	..	1859-1946
6. Sanitation	..	1859-1946
7. Excise	..	1859-1946
8. Agriculture	..	1859-1946
9. Judicial	..	1859-1946
10. Jails	..	1859-1946
11. Political	..	1859-1946
12. Police	..	1859-1946
13. Appointment	..	1859-1946
14. Commerce	..	1859-1946
15. Registration	..	1859-1946

No Hand Book or Guide to the Records is available. Reference media to the records are available in the form of Indexes, Catalogues, etc.

All records of the Government in the Secretariat and District and Divisional Headquarters up to 1901 are open for bonafide research according to a set of rules framed for the purpose. The rules are incorporated in the Secretariat Instructions for guidance.

There are in the custody of the Government some mixed records for the period from 1861 to 1932 (58 bundles). These

are all printed copies of records received from the Government of Bengal.

The District and Divisional records in Bihar and Orissa were examined in 1931 and *A Hand Book of the Bihar and Orissa Provincial Records (1771-1859)* was published in 1933. It gives in detail the contents of more important records in various places in the State. Briefly they are as follows :

1. Patna District Collectorate	..	1793
2. Patna Commissioner	..	1813-1879
3. Patna Board of Revenue	..	1771-1796
4. Patna District and Sessions Judge	..	1791-1793
5. Collector of Shahabad, Arrah	..	1781-1801
6. Collector of Saran, Chapra	..	1779-1800
7. Collector of Champaran, Motihari	..	1819-1860
8. Collector of Darbhanga	..	1790-1800
9. Collector of Muzaffarpur	..	1782-1879
10. Collector of Monghyr	..	1771-1851
11. Collector of Bhagalpur	..	1770-1870
12. Collector of Purnea	..	1775-1800
13. Commissioner of Chotanagpur, Ranchi	..	1795-1858
14. Dy. Commissioner, Purulia	..	1757-1852
15. Dy. Commissioner, Chaibassa	..	1833-1879
16. Dy. Commissioner, Hazaribagh	..	1833-1864

Some of the interesting items mentioned in the Hand Book are given here :

Board of Revenue, Patna, 1771-98 : restoration of certain parganas to Raja Jugal Kishore ; robbers in Tirhoot Sarkar supported by Raja Pertab Singh ; Mirza Himmat Ally Khan, the saviour of the life of Dr. Fullarton during Patna massacre ; damage by floods ; seizure of Harry Thakoor, a zemindar for the purpose of a cooly ; Mrs. Hay, widow of Lt. Hay applying for a passage for Europe ; samples of gold and silver specie at Patna mint ; Brahman's oppressions on ryots ; Ram Lochan Ghose, a native of Hughly, and a man of means and fair character recommended for farming the Sarkar ; sepoys creating disturbance in mufussil ; deplorable condition of ryots owing to floods ; ill-treatment of amils ; death of Maharaja Shitab

Roy and his son Raja Kallyan Singh appointed successor in the office of Roy Royan ; ban on Europeans going to Shuja Dowla's country ; list of jagirs.

District and Sessions Judge, Patna, 1811-42 : petition in French by A. C. Gika against insult inflicted by one Burke.

Shahabad Collectorate, 1781-1800 : list of deaths of subordinates at Patna ; import of opium ; correspondence regarding Raja Narayan Singh ; bill of exchange drawn by the Danish Chief ; a memorial by Dena Nath Upadhya, vakeel of Raja of Nepal ; taking possession of the Dutch Factory ; charges brought against Bastee Ram by Raja Beekramjeet Singh ; collector's report regarding ryots who are very notorious, possessing matchlock and *tulwar* ; abolition of slavery ; inspection of villages ; mother of Ragoji Bhonsla with her son proceeding on a pilgrimage to Gaya ; violent fire at Arrah ; teek seeds ; waste land ; pernicious practice of seizing and pressing inhabitants to serve as coolies prohibited.

Saran Collectorate, 1780-1800 : zamindary dispute ; applications of grand sons of Maharaj Mohkam Singh for restoration of jagir ; application of Father Ronald de Sangalin, a missionary, for protection against the persecution of Raja of Bettiah ; farms held by Jugmohan Mukerjee withdrawn ; cultivation of indigo by Europeans ; Raja Harkumar Dutta dispossessed of Jumura irregular ; stud ; invalid sepoy ; blank Oath ; collection of information by the Company's Historiographer for a general history of British Affairs in the East Indies ; intoxicating drug ; potato cultivation ; 'hats' and bazars ; grain storage at Allahabad ; road from Chapra to Champaran ; heirs of Jugmohan Mukerjee to take charge of Sangrampore ; raising of bees ; trial of Soodoo Roy, Sarda Roy, Sury Raut, Mansa Raut for an assault ; trial of Debi Dutt for murder ; apprehension of Nawab Vizier Ally, reward of Rs. 50,000.

Champaran Collectorate (no English records prior to 1800) : boundary disputes with Nepal, 1819-60 ; Persian records relating to revenue, 1131-1197 Fussily ;

Darbhanga Collectorate : settlement petitions in Persian, 1790-1800 ; *Bahi* of Nawab Hoshiar Jung (George Vansittart) ;

nimak Sayer ; izad batta ; copper plate grant to Vidyapati Thakur by Maharaja Shiva Sinha, the same land grant referred to in the sanads and perwanas of Maharaja Protap Singh (1172: Fasli), Ragho Singh (1193 Fasli) and sunud of Mir Muhammad Kasim Khan Bahadur dated the 11th day of Shawal in the sixth year after the Jaloos of Shah Alam.

Muzaffarpur Collectorate, 1782-1879 : Nepal war, 1814-17 ; expedition against the Nepalese ; Nepalese burning villages ; arrangement for crossing the Gonduk and the Ganges ; duties on horse ; prohibiting travellers and military pressing villagers to serve as coolies ; Maharaja Cullian Singh and Khyalee Ram asked to pay dues ; Raja Calyan Singh asked to control his conduct ; Company's civil servants not to occupy lands and erect buildings without permission ; zaminders conniving at robberies ; new settlement at Bihar ; precaution against scarcity created by merchants ; appointment of a Committee of grains ; opium contractors ; restoration of lands to the French after the treaty of Versailles ; invitation to natives of Bengal to trade to Tibet ; easier channel for hearing petitions from natives ; French estates, factories, business, commerce and their jurisdictions ; calamity of cattle ; Deenath Upadhya, minister of Raja of Nepal, complaining against the oppression on the pilgrims to Gya ; sale of liquors to troops ; sale of salt by public auction at Calcutta ; French hoisting their flags at all Factories and Houses of Commerce ; new cross dawki ; teak seeds ; jageer land held by Rajah Raje Bullub ; account of lands held by indigo planters ; saltpetre ; standard weight and measures ; armed dacoities ; privilege of catching fish in rivers and other running waters ; import from and export to Nepal ; list of widow pensioners ; list of malgujars ; public roads ; Europeans in Tirhoot ; price list of rice.

Monghyr Collectorate, 1771-1847 : militia against incursions by hill people, proposed by Capt. James Browne, 1778 ; settlements by Cleveland, 1782 ; licentiousness in behaviour in the military dependency ; jagir granted by Lord Clive to Shabaz Beg Khan ; cultivation of opium and sugarcane ; report on pergunnah Abhepur granted by Ali Vardi Khan, Subadar

of Bengal in the first year of the reign of Ahmad Shah to Shah Gholam Moulah for useful and religious purposes, 1837 ; substitution of vernacular language for Persian ; annual report on a vernacular school, 1847 ; Santal insurrection, 1855.

Bhagalpore Collectorate, 1770-1870 : unlicensed Europeans, French and others ; Company divesting Mahomed Reza Cawn of his station of Naib Dewan and determining "to stand forth publicly in the character of Dewan" ; regulations regarding kists, administration of justice, etc ; high grain prices ; enquiry about straggling Europeans, resident or passengers ; abolition of vending persons as slaves ; Muddun Gopal appointed Dewan of Bhagalpore, Mungher and Rajmahal ; survey ; depredations by Jaggernaut Das (44 villages burnt and plundered) ; reward for arrest of leaders, Jaggernaut Das, Biroo Singh and his brother Runnoo Singh and reward of Rs. 3000 for Jaggernaut Das's head ; prohibition of monopolies in trade by natives or Europeans ; advances to weavers by private merchants ; failure of crops ; establishment of granaries ; permission to Italian missionary Father Mare de la Tombe to perform ministerial functions ; customs house ; French flags at five original factories ; abolition of duty on dancing women ; presents and feasts to several hill people ; Raja of Dinajpore to pay Rs. 14,400 due to loss sustained by the zemindar of Congole by his establishment of Ranigunge to the utter destruction of Nawabgange and compelling the Raja to demolish Ranigunge as ordered by the Governor-General ; Cleveland's plan for establishing fixed weights ; list of zeminders and landholders with remarks on their characters and other particulars ; list of Europeans in Bengal, Behar and Orissa and the zemindery of Benares.

Purnea Collectorate, 1791-1800 : Khaje family ; commercial link with Nepal ; dwak establishment ; sugar works ; encouragement of plantation of sugar for supply to England and prosperity of tenants ; payments to troops in gold ; standard weight and measures ; female proprietors, and guardians of idiots, minor and lunatics to have a voice in the election of manager ; experiment in raising Virginia tobacco ; raising bees and cultivation of potatoes ; collection of material for

Company's Historiographer regarding chronology, geography, useful arts and sciences, fine arts, former and present international and foreign trade ; petition of Asmal Onnisa Begam, widow of Raza Ally Khan ; campaign against Nazir Deo ; Rani Indravati, zemindar of Haveli pergunnah ; depredations by the Gurkhas ; hostilities between Nepal and Bhutan Governments ; remains of a fort in the city of Purnea ; incursions of fakeers ; breed of horses ; tax on spirituous liquors ; inconsiderable income from tax on liquors during Mughal Government (never exceeding Rs. 2000 annually).

Chota Nagpur, 1789-1859 : the reports of Major Roughsedge on Singbhoom, 1820, on Bindra Nawagurh, Kurrier and Patna, 1821 ; Major Gilbert's account of tour in Singbhoom, Sambalpur and Surgooja, 1823 ; John Davidson's account of manners and customs of the aborigines of Chotanagpur, 1839 ; report of J. Simpson's tour in Hazaribagh division ; expulsion of Hurry Ram Sahay and the Marathas serving under him ; plundering gang between 1000 and 1500 in Pachet ; a party of Marathas, 500 horsemen and 500 burkandazes, looting areas ; 2000 Marathas scattered through Bamba, Bonie, Raighur, Sambalpur ; Maratha horse arriving at Ruttanpore under command of Deen Sahye and their engagement with the English ; letter from Broughton to M. S. Elphinstone regarding Nana Sahib ; apprehension of Chitroo Singh, a dacoit sardar ; zila Jungle Mahal ; Rani of Sambalpur taking refuge in Company's territory on her fort being taken by the troops of Nana Sabheb ; complaint of Joujhar Singh of Maratha attacks on his villages, stating that Chundajee Bhonsla, Tantia Sarder and Kasheeram Killadar are at Sambalpur with 500 horse and 700 men ; Pindaries towards Sasseram ; Pindaries as pilgrims to Benares and Gya ; pilgrims to be given to Residents at Poona, Nagpore and with Daulat Rao Scindia ; protection of Raja Ranjeet Singh by the British Government ; treaty between Col Jones and Herbajee Pundit on behalf of Raghoji Bhonsla ; Pindari Chief Dost Mohammad's Camp ; Pindari incursions ; Nepal war ; rebellion in Palamow ; affairs in Sergooja ; unsettled state of Patna ; measure for abolition of the practice of taking

lives of men on pretence of sorcery or witchcraft ; Roughsedge's account of Patna ; revenue and police administration of Sambalpur ; diamond produce of the Gurjat village ; succession in Seraikela ; Sambalpur diamonds not produced in mines but the Jarrahs searching for them in the mud and land deposited in the head of Mahanuddee ; history of Ryegarh family ; deceased Raja of Singbhoom ; Rani Baun Coor's succession to Oodeypore ; insurrection by the Coles of Chotanagpur at Pectoria, Chowreah ; Capt. Wilkinson appointed for settlement of affairs in Chotanagpur and Palamau ; plot to murder Rannies and plundering of Puddeempore ; Wilkinson's memorandum to the Governor-General relating to Singbhoom, Tamar, Bamanghatty, Mayurbhanj, Sambalpur and Sirgooja ; presents to Raja of Singbhoom for delivering notorious insurgent leaders ; Bankura and Midnapore placed under Manbhoom Division ; Bankura transferred under Burdwan ; introduction of vernacular and English in place of Persian ; school at Chaibassa ; establishment of Chaibassa station ; affairs of several estates, Jheria, Koderma, Sonapur, and Bamanghatty ; Rajas of Bishenpoor ; preservation of caves, temples and antiquities in Ghatsila ; sanatorium at Paresnath Hill ; coal mines in Manbhoom ; Government experimental coffee garden ; professional thieves in Sehree ; suppression of swinging at Charak Puja ; Santal rising in Beerbhoom, Midnapore, Bhagalpur and Rajmahal, 1855 ; military operations against Santhals, 1856 ; mutiny of sepoy of Ramgarh Battalion, proceeding to join Koer Singh at Rohtasgarh ; manners and customs of aborigines of Chotanagpur plateau ; mutiny in Chotanagpur, 1857 ; rising of Chooars and Santhals ; details of mutiny at Chotanagpur ; loyalty of Raja of Ramgarh ; rebels hanged ; submission of all classes of population of Chyebassah excepting wild Coles ; zaminder of Panchete secretly exciting Santhals ; Raja of Porahat, Singbhoom, declared a rebel, and other affairs ; disturbance in Palamow ; Nepal war ; Rani Ackoye Koomaree of Chatna estate.

ORISSA

A Central Record Office was established at Bhubaneswar in 1948. There is a whole time officer in charge of records and his designation is Curator, Orissa Record Office.

Orissa was created a separate province in 1937 and no old records exist. Copies of records were obtained from the old Bihar and Orissa Government for administrative purposes.

There are in the custody of the Government of Orissa some mixed records for the period from 1866-1936 (1298 files).

The District and Divisional records of Bihar and Orissa were examined in 1931 and *A Handbook of the Bihar and Orissa Provincial Records (1771-1859)* was published in 1933. Chapters viii-x and xi(b) of this book may be consulted for Orissa District and Divisional records. The following is a brief description of these records :

1. Cuttack Collectorate [In the Collectorate record room there is a double-locked almirah which contains farmans, sanads and other miscellaneous documents of pre-British days and which are designated "Historical Records"].	1806-1870
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2. Commissioner of Orissa Division, Cuttack	1803-1864
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3. Balasore Collectorate	1803-1857
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4. Deputy Commissioner, Sambalpur	1851-1895
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Some of the more interesting items mentioned in the Hand Book are given below :

Cuttack Collectorate, 1806-63 : salt manufacture ; claims of priests of the Sanctuary of Jaggernaut for Karkatch salt for *bhoge* ; cholera ; case against Gopeemohan Bose, Daroga ; salt from Chilka lake ; Government Gola ; Rs. 30,000 in copper for purchase of cowries for the Temple ; depreciation of cowries ; its effects ; sale of Holy Food at the temple of Jaggernaut and sale of presents offered to the Idol and old Ruth ; an account of economic condition of the people in the district ;

woolens for the use of Ruths at Juggernaut ; tax on pilgrims to Juggernaut ; new road to Juggernaut ; some persons of Khoorda pardoned for their share in the rebellion ; reward for "distruction of Tygers", and receipt from Shikaries in 1823 including one from Gour Shikari in Bengali ; sale of stores of Fort Barabatty ; Cuttack Mission school ; Government vernacular schools ; education of young Raja of Killa Kunkah ; periodical storms which have laid waste by admitting the sea at different intervals ; intoxicating habits of the people ; Raja of Khoordah, his management of the temple of Juggernaut ; natural calamities such as storms, flood etc. ; raising revenue by means of stamped paper ; pension of Rani Moocta Devi of Sambalpur ; claims of Rani of Mayurbhanj ; different kinds of coins ; history of the pergunas Rahang, Chowbeesood, Serrain ; Kassinauth Roy's petition for farming the territory of Khoordah ; burning dead bodies on the high road to Jaggernaut ; a full account of the establishment and customs of the temple of Jaggernaut, on the basis of the information supplied by Jaggannath Rajgooroo ; inundation from the overflow of Mahanadi and Katjuri ; petition of Bissembur Pundit for release of Gopal Pandit, late Keeper of the Maratha records ; Unghole succession ; Mayurbhanj and Khoordah affairs ; causes of disturbance in 1817 ; list of forts in Cuttack with names of Rajas and remarks ; rates of articles sold in bazar in 1808 ; list of Europeans ; incursions of Pindaries.

Orissa Division, Board of Commissioners, 1803-4 : Judicial Department, 1806-61 ; Revenue Department, 1817-54 ; Juggernaut Temple, 1806-7 ; Webb and Graeme's reports on Puri temple ; Tributary Mahals, 1814-54 ; salt in Orissa, 1817-64 ; Marine Department, Beach establishment on the Cuttack Coast, 1819-22 ; Superintendence of ports and light houses ; Customs Department, 1818-32 ; Political Department, 1855-61 ; Khoorda rebellion, 1817 ; suppression of human sacrifice in the hills of Ganjam and the neighbouring districts of Orissa and Berar ; Land Revenue Settlement Reports, 1824-47 ; Governor General's orders to the Collector of Juggernaut that "no interference or innovation should be experienced at the Pagoda

by any act of their authority and that the former ceremonies and customs should be permitted and supported on every occasion . . . " ; claims of Rani of Mayurbhanj, Raja of Neelgiri and Raghunaut Pandit ; expulsion of rebellious Raja of Khoorda and annexation of his territory to the Company ; complaints of pilgrims against the Pundahs of the temple of Sree Jaggernaut for extortion of money, flogging, etc ; Graeme to advance Rs. 10,000 to Shewajee Pundit for expenses of the temple ; claims of Rani of Mayurbhanj ; history of Mayurbhanj, its principal resources ; list and copy of engagements entered into by Raja of Nilgiri and zeminder of Chhedra, Modpur, Sookinda and Raja of Keonjhur ; Rath at Jaggernaut, allowance, preparation of ; personal expenses of Raja of Khoorda ; release of Raja of Khoorda from confinement, vesting him with the internal management of the Jaggernaut temple ; information regarding the temple, bhogas expences, collections from pilgrims, ceremonies in case of difilement, etc ; enquiry into actual state, character and disposition of Rajas and habits of people with a view to frame regulations for efficient police and administration of justice in Tributary Mahals ; Jugbundoo Bedeadhur, proclaimed rebel, reward offered for his arrest, dead or alive ; E. Watson's report on the causes of discontent in Tributary Mahal ; attempt of Raja of Berar to invade Cuttack ; free pardon to persons concerned in rebellion ; capture and pardon of Jugbundoo Bidyadhar ; release of Raja of Koojung ; ferries on the Mahanadi river ; dak routes ; suttees ; operation against Larka Coles in Singhbhoom ; a class of slaves in Bhadrak ; disposal of stones of the wall of Fort Barabatty ; reports on inhuman practice of suttee ; treasure trove in Fort Barabatty ; Annual Police Reports ; general character of European Indigo merchants ; purchase of Bungalows ; roads ; storm of 1831 ; return of Rani Mukta Dhei to Sambalpur ; disputes between various Rajas and zeminders ; history of Killa Rorung ; the tribute paid to the Maratha government fixed at 27500 kawans of cowries, the British remitted 7365 and the remainder converted into Rupees,—the total being sicca "Rs. 4162-4-7-2 or Coy Rs. Rs. 4439-12-1 ; settlement Report of Cuttack, 1847.

Balasore Collectorate : customs, 1806-57 ; Marine, 1827-51 ; Salt, 1821-53 ; Judicial, 1803-52 ; Maratha Mahals, 1806-37 ; original letters in respect of Maratha Mahals ; new Settlement in Maratha Pargannas in Cuttack and Midnapore ; account of Moshaira belonging to the estate of late Rehonooka Debi Chowdhraïn in Pattaspore ; many kinds of coins mentioned in the statement of Collection ; bursting of bunds during rain and storm in 1831 ; direction to plant trees on the road constructed by Raja Sookmoy Roy and inscribing his name in Sanskrit, Persian and Bengali languages on all the bridges, 1810 ; sending money to mint ; marching of troops through the district ; cultivation of cotton, tobacco, sugar, silk and other articles ; zaminders' claim remission for supply of coolies ; death of Mr. Merle, 'Chief de Comptoir française a Balasore' ; treatment of cholera morbus ; suttee Report for 1819 ; collector to assume charge of the Dutch Factory at Balasore owing to the treaty with Netherlands Government, 1824 ; a letter in Dutch regarding a document of 1664 translated into Dutch in 1771, sent to Balasore from the Dutch Government at Chinsurah in 1824 respecting a tract of land which the English purchased long ago from a Portuguese who himself held it from the Dutch ; a letter in Arabic language from the Sultan of Maldivè Islands representing difficulties experienced by individuals thereof coming to Balasore for trade ; complaint of H. Botja of the Dutch Factory against the conduct of Mr. Becher who came with Maldivè Nacodahs ; detailed statement of land transferred from the Netherlands to British Government at Balasore, 1825 (the Factory house in a ruinous state) ; shipping treasure to Calcutta ; complaint that some natives of British Government dwell in French lodge at Balasore without paying Khazana, 1828 ; tempest and inundation in 1831 ; relief measures ; scientific survey of Balasore ; Raja of Mayurbhanj not to pass through Seraikela ; steam communication by way of Red Sea with England ; laws to punish oppressive Indigo planters ; transfer of Maratha Mahal to Balasore ; convict labour on roads ; repairs to Serais on Jagannath Road ; theft on a wrecked vessel ; information regarding Geedharmars ;

apprehension of an escaped convict from Prince Edward Island ; about Keechuk dacoits ; vernacular school examinations ; a French privateer ; town duties ; regulations relating to trade of Foreign ships in India and exemption of Rao Raja of Boondce from payment of customs during the Maharaja's pilgrimage, 1837 ; receipt and disbursement of every description of sea customs ; construction of boats ; survey statement of vessels tendered for exportation of salt to Sulkea Golahs ; Light House at Point Palmyra ; list of wrecked property from the loss of vessels ; a vivid description of the storm of 31 October 1831, in the handwriting of Alfred Bond, Master Attendant ; Tide Gauge papers with Diary of winds ; contractors and zaminders in the new currency and new maunds.

Sambalpur Division, 1851-95 : conspiracy of Soorender Sai, 1863 ; feudatory chiefs, 1883-95 ; sanads granted to native chiefs of Rehra Cole, Bamra, Raigurh *cum* Burgurh, Sonpur, Sorangarh ; palm leaf manuscripts in Oriya relating to disturbances at Sambalpur following the death of Maharaja Sai in 1827 and succession of Rani Mohun Kumari, rebellion, Soorender Sai, etc.

Suitable research facilities among these records are granted by the Government.

ASSAM

There is no Central Record Office in Assam. The Government records are housed in a wing of the Secretariat building in Shillong. The record rooms are provided with steel shelves and gangways.

The record rooms are in charge of the Registrar of the Secretariat and there is no whole-time officer in charge of these records. The personnel of the record rooms cater to the requisition of papers by the Secretariat departments.

Having been created a Governor's province in 1921, Assam has practically no old records. A large mass of old records was destroyed by fire in 1832 and again by earthquake in 1897. The regular series of Assam records begin from 1920.

Assam obtained some records from the neighbouring areas and these are for the period 1871-1874. Brief description of these records is available in the list of Pre-1874 Files received from—(1) Government of Bengal (2) Bengal Board of Revenue (3) Cooch Behar Commissioner (4) Dacca Commissioner and (5) Assam Commissioner.

There are in the custody of the Government of Assam some records of the Government of India. These are :

1. Mixed records	..	1823-1873
2. Manipur Agency records	..	1874-1950
3. Khasi State Records	..	1874-1950
4. Tribal Area records	..	1874-1950
5. Assam Rifles Records	..	1874-1950
6. Miscellaneous Records	..	1874-1950

The Central Government records are open to research according to the rules of the National Archives of India.

There are no research rules but research facilities are given to bonafide researchers for Assam Government records. No handbook or guide to the records is available. Annual amalgamated indexes to records are available.

The records were weeded out thrice, in 1921, 1931 and 1937. The records due for destruction were weeded out up to 1932.

The District records are in the District headquarters and these are open to research under a set of rules which was framed by the Chief Commissioner of Assam in 1920. There is an *Assam Record Hand Book* (1925), but this is a sort of a manual of rules regarding arrangement, registration, classification and destruction of records, procedure, etc. meant for guidance of the District officers.

ANDHRA PRADESH

In 1950, Daftar-e-Diwani, Mal and Mulki, was redesignated as the Central Record Office, Government of Hyderabad. On the creation of Andhra Pradesh, Hyderabad merged with it and the Central Record Office is named after it.

The Dewani and Mal were the two main administrative offices which remained engaged on the civil and military administration of the Dominion since the foundation of the Asafia Dynasty in 1724. These offices were under the direct control of the Nizam in the early days and later came under the supervision of the Prime Minister in an unbroken continuity till the reorganisation of administration by Nawab Sir Salar Jang I from 1853.

The office is under a whole-time officer designated as Director, Central Record Office, Hyderabad.

A brief description of the records available is given below :

Mughal Records : The non-current records in the custody of the Central Record Office belong to two groups, viz., Mughalia and Asafia. The former are records of the Mughal period and do not constitute any regular series. They pertain to the period from Shahjahan to Bahadur Shah II. They are :

1. Haqiqat (Office Statement)
2. Yaddasht (Memorandum)
3. Parwancha (Order)
4. Dastak (Permit Order)
5. Ard-wa-chehra (Descriptive Roll)
6. Farman (Royal Order)
7. Dasturul 'Amal (Office Manual)
8. Mahdar (A Joint Statement)
9. Siyaha (Daily-news)
10. Khat (Letter)
11. Qabdul Wasil (Pay Bill)
12. Awariya (Ledger)
13. Nishan (Order of a Prince)
14. Fihrist (List)

15. Roznamcha (Daily Report)
16. Ikrarnama (Bond)
17. Mochalka (Security etc.)

Asafia Records : The undermentioned Daftars became defunct and the record series ended on the dates mentioned against them :

1. Daftar-i-Diwani	..	1720-1895
2. Daftar-i-Istefa	..	1720-1905
3. Daftar-i-Salatin-i-Mughalia	..	1857
4. Daftar-i-Mal	..	1725-1925
5. Daftar-i-Mulki	..	1845-1929
6. Daftar-i-Bakshigiri	..	1756-1929
7. Daftar-i-Darul-Insha	..	1771-1938
8. Munshi Khana (Khurd)	..	1853-1926
9. Daftar-i-Qanungoi Wa-Chakbandi	..	1708-1940
10. Daftar-i-Peshkari	..	1799-1942
11. Daftar-i-Khazanai-Amira	..	1854-1942
12. Daftar-i-Khitabat	..	1947
13. Daftar-i-Muntakhabayat	..	1947
14. Mahafiz-i-Qadim	..	1723-1911
15. Daftar-i-Mawahir	..	1947
16. Marathi Section	..	—

Marathi Records : The Marathi records which belong to the Asaf Jahi period are mostly written in Modi script and consist of Sanads or grants of Jagirs and Inams, Poona Akhbars dating from 1772, orders to Deshmukhs and Deshpandeyas and Correspondence of important Maratha Jagirdar families.

English Records : The English records are from 1930 onward and chief among the series are records of the Constitutional Affairs, Political and Army Secretariat of the Hyderabad Government.

Manuscripts, Seals : The Central Record Office has in its custody a large number of Mughal, Asaf Jahi and Marathi seals and a valuable collection of rare manuscripts. These are in Persian, Arabic, Urdu, Hindi, Turkish and South Indian languages.

Research is governed by a set of rules. Card Indexes, General and Classified Lists of records are available for reference purposes.

The Publication programme is limited to the following subjects and is in progress : (i) Important documents relating to Shah Jahan's reign ; (ii) Vaqai-Alamgiri (Daily reports of Alamgir's time) ; (iii) The Chronology of Modern Hyderabad ranging from 1129 Fasli (corresponding to 1131 A.H. and 1720 A.D.) ; (iv) Deccan Calendars (Dates and months of A.H. and Fasli era in A.D. era) ; (v) Akhbars and Vaqai (1762-1869) ; (vi) Sanpuri Bakhar.

The records of former Dewani and Mal being of historical importance were never weeded. There is however a set of rules for weeding of records.

The District records of the former State are in the district headquarters.

MYSORE

Mysore had three record rooms and they are located in Bangalore : (1) Secretariat Record Office, (2) Land Revenue Survey Records Office and (3) District and Taluk Record Office. There are Marathi and Kannada records from 1799, English from 1835, Record Collections from 1904 and Residency records from 1880.

COORG

There was a Central Record Office in Coorg. It used to be under the control of the Assistant Commissioner.

Prior to July 1940, the Resident of Mysore was also the Chief Commissioner of Coorg and the records were located in Bangalore. But with the separation of his functions, the records have been brought to Mercara and concentrated in the Record Office.

The records begin from 1834. The holding includes publications issued and received and other historical records of Coorg. It also contains records of the former Commissioner as well as those of the Assistant Commissioner. All records of the (i) Taluq Office (ii) Nad Offices (Revenue Sub-Division Offices), which are three years old are kept in the Record Office.

Records of the following offices and local bodies are retained by them and are not sent to the Central Record Office : Forest Department ; Police Department ; Education Department ; Public Works Department ; District Board ; Municipality ; Notified Area and Village Panchayat.

The heads of the Departments of all offices are responsible for proper preservation of their records. They also review their records periodically for sorting out documents to be preserved as important, or to be destroyed as valueless, according to an approved principle.

The records of the District and Sessions Judge, Munsiffs and Courts of the Bench of Magistrates are kept in their offices and are destroyed when they are ripe for destruction according to rules after a notification being issued to the effect.

KERALA

Recently, a Central Record Office has been opened in the State. Before merging into a Union, both Travancore and Cochin had separate Central Record Offices. Short descriptions of these are given below.

TRIVANDRUM

There are three repositories : (i) Chellamvaka branch of the Palace office, (ii) Central Record Section, Trivandrum, and (iii) the temple of Sripadmanabhaswami. In the first repository cadjan leaves pertaining to the 10th and 11th century of Malabari Era are available. There are old weapons, coins etc. In the second repository there are two sections : (a) vernacular records prior to 1083 M.E. and (b) English records since 986 M.E. regarding land settlement, Huzur Jamatandry, Huzur Rayasum, etc. The third repository contains the oldest records regarding the economic condition of the State since 1733, business and administration of the temple, etc.

The Central Record Office in Travancore was called Huzur Central Record Office, and was under the charge of a whole-time officer designated as Superintendent of Records.

There is no handbook to records. There are some indexes in Malayalam and descriptive lists for reference purposes. There are no research rules but permission for access to records is granted by the Government.

Old records of the district and taluq offices are kept in the Central Record Office. They relate to the revenue administration of the districts and are open for bonafide research.

ERNACULAM

The Central Record Office in Cochin was called Huzur Central Record Office and was in charge of a whole-time officer termed, Keeper of Records.

The records available are from 1500 onwards. These are :-

Copper plates	..	1625-75
Bamboo Splits	..	1630-1690
Cadjan Manuscripts	..	1525-1825
Resident's Letters	..	1814-1832
Dewan's Diaries	..	1814-1832
Malayalan Diaries	..	1814-1832
Huzur Cutchery Correspondence	..	1814-1832
Correspondence between His Highness and the Resident	..	1814-1832
Registers	..	1814-1832
Devaswam Registers	..	1814-1832
Batavia Diary	..	1661-1681
Files Series	..	1684-1897
		1791-1840
		1812-1869

There is no hand book to records. Indexes of old types exist. Records from 1500 to 1857 are open for research with the permission of the Government.

MADHYA PRADESH

BHOPAL

A Central Record Office exists in Bhopal. It was established in 1854, by order of the then ruler Nawab Sikandar Begum (1819-37 and 1844-68). She ordered that all records of the State, whether of departments at the headquarters or of offices and courts in the mofussil should be transferred, as soon as they became non-current, to one Central Depository at Bhopal called the Daftar-e-Kul (Office of Offices). They were to be maintained in their proper order and the best possible physical care, the transferring departments being permitted to take *on loan* any records so transferred, if required for administrative purposes.

The office is in charge of a full-time Keeper. The Officer-in-Charge was the Director of Archaeology and Libraries. It is located in the Old Palace which is situated on the big lake, Bara Talab, in the City. It is a multi-storied stone structure, provided with wooden racks going up to the ceiling.

The earliest records in the Record Office date back to 1836. Non-current records from all departments of the former Bhopal Government (Nawab Shahi) from 1862 are available in unbroken series. The following groups of records are in *bastas*. For each Department a particular colour is assigned and wrapper cloths are accordingly used :

1. Political Department	..	Light blue
2. Home Department	..	Yellow
3. Army Department	..	Grey (Khaki)
4. Law and Justice Department	..	Red
5. Revenue Department	..	Green
6. Finance	..	Red
7. Agriculture Department	..	Dark Green
8. Education Department	..	Greenish Yellow
9. His Highness's Staff	..	Light Blue

The records constitute a fairly large volume comprised approximately of 33,000 *bastas*, 16,16,000 files and 3,79,000 registers. The records cover the entire field of the political, administrative, economic and social history of the erstwhile State of Bhopal.

Access to records is given according to a set of rules. Reference media are available in old form. Records are weeded according to a set of rules. Certain simple rules of preservation are followed. There is no modern arrangement for preservation of documents.

Some groups of records have been transferred to the Regional Office of the National Archives of India at Bhopal.

GWALIOR, INDORE, ETC.

Before integration, Central Record Offices existed in Gwalior, Dhar, Dewas (Junior), Rajgarh and Jaora. The records of the former States are for the period noted below :

1. Gwalior	..	1833-1982 Sambat
2. Indore	..	1900-1948 A.D.
3. Ratlum	..	1883-1950
4. Jaora	..	1863-1950
5. Dhar	..	1884-1949
6. Barwani	..	1860-1948
7. Khilichipur	}	.. 1897 onwards.
8. Rajgarh		
9. Narsingarh		
10. Thabua		
11. Dewas (Jr.)	..	1843-1945
12. Dewas (Sr.)	..	1861-1948.

RAJASTHAN

A Central Record Office has been established at Bikaner.

Rajasthan was formed with nineteen princely States viz., Jaipur, Jodhpur, Udaipur, Bikaner, Kotah, Bundi, Alwar, Tonk, Bharatpur, Karauli, Dholpur, Jhalawar, Partapgarh, Doongarpur, Banswara, Kishangarh, Sirohi, Shapura and Jaisalmer. The records of the old Record Offices of Bikaner, Kotah, Bundi and Jaipur are well-organised but their historical importance has not yet been assessed. Some description of these repositories¹ is given below.

JAIPUR

The Record Office in Jaipur is situated in the palace compound. The old historical records there are of the following categories :

Farman	..	1621-1710
Nishan	..	1631-1710
Sanad	..	1638-1755
Vakil Reports to the Maharaja (in Persian)	..	1681-1711
Vakil Reports to the Maharaja (in Hindi)	..	1683-1710
Vakil Reports to Officials (in Persian)	..	1684-1710
Vakil Reports to Officials	..	1633-1738
Akhbarat	..	1666-1718
Khutut (letters) to the Maharaja (in Persian)	..	1658-1717
Khutut (letters) to the Maharaja (in Hindi)	..	1644-1737
Khutut (letters) to Officials (in Persian)	..	1625-1718
Khutut (letters) to Officials (in Hindi)	..	1633-1769
Miscellaneous letters to the Maharaja	..	1665-1717
Miscellaneous letters to the Officials	..	1607-1743
Kharita	..	1633-1718
Arz-dasht	..	1626-1843
Code letters	..	1641-

The other records may be classified into the following groups:

(i) Dewani-Huzuri, i.e., records dealing with jagirs, udak, inam, bhog (charity), mansabdars, waqayat, etc.

(ii) Shamilat and Mustaufi, i.e., records dealing with accounts of land.

(iii) Mirbakshi's records dealing with Jagirdars' horses, attendance and other service records.

(iv) Bakshi Khana Jagir records dealing with loan of horses, etc.

(v) Central Record files. These are in English, Urdu and Persian and pertain to the period 1831-1922.

(vi) Ambar records. These are still unassorted and unclassified. But they are supposed to contain useful information regarding the history of Ambar.

Of the above groups, the first two are stored in Jalebi Chouk at a place close to Accounts Office, the third stored in the basement of the Town Hall and the sixth in one place in the palace compound.

There are a number of other records which are kept in 'Qaul Nama' in 'Kapardwara.'

The records are available for research.

Some private bodies like the purohits, the Thikanadars, the Bengali families, the Natanis and the Haldias are in possession of pattas, parwanas, tamrapatras, letters, etc. which are of historical interest.

BHARATPUR

The old Record Office, which was closed down, was known as Diwanan-i-Daftar. The records pertain to the period of four former diwans viz., Diwan Harbaksh Sahib, Diwan Beshambhar Nath Sahib, Diwan Sardar Singh Sahib and Diwan Champa Lal Sahib. The records available are :

Annual Accounts, records dating from S. 1821. These are either in Urdu or in Hindi. They pertain to Jama Kharch, i.e., income and expenditure. Orders from the Agents are also to be found and they date from 1895 onward. These are in Persian. Records on expenditure incurred by the rulers like

Singhji (dated S. 1950 or so) on marriage items and charity, etc. are available.

The records of the old Mahakma Khas (Secretariat), Revenue, Settlement, Court of Wards, Forests, Grass Farms, Municipality, Shikaragarh, Excise, Judicial etc. are stored in the Collectorate Office compound. These mostly commence from 1869. These are in English, Hindi and Urdu.

Some records relating to customs dating from S. 1883, in Urdu are available in the customs Department.

Some more records relating to charity, temples, donations etc. are available in the Sadabrat Office. These date from 1876.

Though the State of Bharatpur owes its origin to Maharaja Surajmal and is said to have been founded in 1817, records pertaining to Sri Maharaja Badan Singh are also available in the Record Office.

ALWAR

The old Record Department is situated in front of the Press. The records deal with various aspects of administration and begin with 1862.

Records pertaining to Jagirdars are stored in Jagirdar ka Mahakma. Some records dealing with Mughals and British are preserved in His Highness's household.

DHOLPUR

The Central Record Office contains mostly account records. The records briefly are :

Council, Revenue, Charity, Publicity, Municipality—begin with S. 1873. Records prior to this period are in the possession of His Highness. Ahkams (standing orders) from His Highness's Government begin with S. 1876. Rubkars or orders issued from various Departments, Registration and Stamp Act, etc. are also available there. The records relating to privy purse of His Highness in 1883, Filkhana, Shuterkhana, Tavela, Bagghi Khana, etc. are elaborately recorded in the registers. Bound Registers containing copies of Sanads bearing date S. 1827 are available.

KARAULI

There are several record rooms in Karauli. These are :

(i) Council of State records are from 1901 to the present times and are in English.

(ii) Revenue records are from 1876 to the present times dealing with revenue matters and boundary disputes. These are in Urdu.

(iii) Judicial records are from 1856 to 1866 down to 1931-32 and are in Urdu. These are called Mukhatari, i.e., when His Highness held court and decided cases himself.

(iv) The old Record Office is known as the Divan-i-Daftar and is located in the palaces. Records deal with bahis, files, jamabandis, cash books, khatahs, singhe-jati jamakharch, bahi sam samhal, copies of sanads, patta, parwana etc. Some of the *bastas* are dated S. 1801, 1810 and 1814.

(v) Account records. Since the Accountant General of the Karauli State also worked as the chowdhary of His Highness's household, he preserved the minutest details of the princely expenses.

KISHANGARH

Records are housed in six rooms : The first room contains records dealing with pattas and the last room with accounts pertaining to marriage, accession, etc. These are from S. 1800 to 1900. The remaining rooms contain records pertaining to various aspects of administration and are dated from S. 1957 to the present day.

JODHPUR

Two Departmental record rooms exist in Jodhpur. These are :

(i) Dastri records for the last 200 years dating from V.S. 1808. These deal with all Secretariat and political activities of the State, jagirdars, thikana, principal events of the State, visits by dignitaries, correspondence with the Central Government and other States, registers of birth, marriages and death,

diplomatic correspondence with States, etc., registers of appointments and posting of big officials in the State, settlement of various types of disputes, etc. The other group is the Mir Munshi records. These used to be maintained by the hereditary families of Mir Munshies. These deal with official correspondence, firmans, *kharitas*, mostly in Persian, exchanged between Mughal emperors, the British, the Marathas and various States. Most of the above records have been listed, catalogued or translated into English.

(ii) Hazuri records deal with land, revenue and settlements and date back from V. S. 1808. These are housed in Naniji-ki-Havelli in Jodhpur city, Land Record Office and Settlement Office.

(iii) Mahakma Khas records are old administrative records of the State, including the records of Dholion-ka-Kothar, Rani Manga Bahis i.e., accounts maintained by queens' bhats or chroniclers about histories of Ranis of Jodhpur.

(iv) Historical Section records form part of the Archaeological Department of the State. These deal with traditional historical accounts locally known as *Khyats*. There are over 2800 *Khyats*.

JAISALMER

Jaisalmer is known for its rich collection of ancient palm leaf records which are housed in a Jaina Mandir there. These are preserved at the expense of Shri Punya Vijaya, a Society in Ahmedabad.

The Mahakma records are the administrative records of the State. These include land, revenue, settlement, accession, marriage, *kitchar*, *zakat*, public works, income, expenditure, royal household etc. and are in the form of *bahis*. These are from S. 1813. Among them are available treaty records dated 12 December 1818 and 10 May 1870 with the British.

TONK

The historical records in Tonk are classified into three groups, viz., manuscripts, miscellaneous papers and *Sanads*.

(i) Manuscripts are housed in Kutub Khana. Two of them are of importance to the scholars : *Amir-nama* by Rai Sahib Lal Basawan Lal, private Secretary to H. H. Amir Khan, and *Mohim-nama* (dealing with the battle between Tonk and Lawa).

(ii) Miscellaneous papers are bound in *bastas* in the shape of *bahis* or loose sheets. These are in Hindi, Persian and English. There are about 1,50,5000 (or 1,50,000 ?) *bastas*. These commence from 1222 (Hijri) i.e., 1807 A.D. These are the Secretariat records of the State.

(iii) The Sanads date back to 1222 Hijri. They are about one hundred in number.

KOTAH

In the old Record Office in the Gadh at Kotah, there are about 8000 *bastas* of records dealing with forests, revenue, Kotwal Chabutara (faujdari), talika (copies of ceremonials), jagirs and daily orders issued. These are from V.S. 1692 (1635 A.D.) to S. 1930 (1873 A.D.). There are, it is thought, Secretariat and Engineering Department records in some of the locked rooms.

The records kept in the Jhalahaveli at Payagu are from S. 1930 to S. 2007.

The Saraswati Bhandar has in its possession about 3599 manuscripts of historical importance.

BUNDI

The old Record Office situated in Gadh is known as Daftar-i-Hisab. It contains settlement records from V. S. 1901. There are about 25,000 *bastas*. Of these, 15,000 *bastas* are arranged according to villages, tehsilwise and each *basta* bears its number and the name of the village. Records dealing with accounts are from S. 1950 to the present times.

JHALAWAR

The Accounts Record Office is known as the Daftar-i-Hisab and is located in the Collector's Office building. The records

are from S. 1894 but some papers pertaining to finance commence from S. 1865. There are about 5000 *bastas*.

The records of Mahakma Khas (Secretariat) are housed in the Collector's Office and in the Palace Haveli. These are : Mahakma Khas from S. 1804 to 1933 ; Revenue, S. 1892 to 1933 ; Customs S. 1896 to 1933. In the Palace Haveli there are foreign office records in English from 1896 to 1948 i.e. up to premerger times. Records are in the Rajasthani, Urdu and English languages.

There are in the museum some 1500 manuscripts in Sanskrit, Arabic, Persian, Urdu, Hindi and Maithili. Among them the *Rokar Bahi* of S. 1814 is of special interest.

BIKANER

In Bikaner old records are kept in several places :

(i) The Rampuria records are located in the Commissioner's Office. These deal with copies of pattas and are from S. 1682, i.e., from the time of H. H. the Maharaja Sahib Shri Anoop Singhji.

(ii) Mahafiz Khana records are in the General Record Department and they are said to be from S. 1600, but *bahis* are found dated S. 1689, 1690 and 1700. These deal with accession, marriage, personal affairs, miscellaneous accounts, pay bills, public works, registers, etc. These are in the Rajasthani language.

(iii) Mahakma Khas and Council records begin with S. 1868 and are in Urdu. Records in the foreign office are in English and consist of correspondence with the British and their Agents. They are up to the year 1932.

(iv) There are some private record offices in Bikaner. One of these belongs to Sri Agarchand Nahta. The collection is mostly a Jain one consisting of Oswals' Vansavali (beginning with S. 1612). Acharya's letters to Sri Jain Manikya Suri (between S. 1604 and 1612), old Khatas of Yatis (dated S. 1800), Panchangs (for S. 1701 to the present day), horoscopes of ruling families, diaries, Khyats of Jaisalmer, Jodhpur and Bikaner

(of the 17th century). Ordinary correspondence between private individuals and the Ruler of Bikaner are also available.

PARTABGARH

There was once a Record Office at Partabgarh and the records commence from V. S. 1815. These deal with settlement, land revenue and pattas. Some Revenue and Judicial records are also available. The records on income and expenditure are in the form of *bahis* and registers. These begin with V. S. 1957. Copies of treaties and agreements between the ruler of Partabgarh and the British for the years 1804, 1818, 1823 and 1861 are available in the private collection of His Highness.

BANSWARA

Banswara was for many years under the rulers of the Dungarpur State and therefore some record *bastas* are reported to be still with the latter. However, the historical records pertaining to the time of Maharawal Lakshmansinghji (V. S. 1960) are with the ruler. The financial records dealing with income, stamps, loan, H.H.'s private purse, etc. are available in the Collector's Office. Administrative records of the State are available in the Palace. Copies of treaties between the State and the East India Company dated 16 September 1818, 25 December 1818, 15 February 1820, 11 February 1823, 3 November 1832, 24 December 1868 and 15 March 1883 are also available.

DUNGARPUR

Records beginning with V. S. 1865 are in the possession of His Highness. Some of these relate to relations with the Peshwa. Some treaties and agreements with the British are also available.

SIROHI (RAJASTHAN)

Before partition of this State there was a Record Office at Sirohi. After partition the important part of the records has

been transferred to the Bombay Government. Records of the last 60 or 70 years only are therefore available in the Mahafiz Khana. These are mostly land revenue records.

SHAHPURA

There is no organised Record Office in this State. The financial records deal with accounts, income, expenditure on various heads like the royal house-hold, lawazma, Sayir, abkari, refahi-am, jaglat, etc. are available. These begin with V. S. 1905. Some treaties and agreements and sanads are available.

UDAIPUR

Udaipur has a huge volume of records. These are located in a part of His Highness's palace, Parvati Bilas. There are roughly 4000 bundles of records dealing with administrative matters, land revenue, settlement, forest, judiciary, political affairs, inter-State matters, ruling families, mint, defence, police, etc. They pertain approximately to the 18th century. In the Commissioner's Office several hundred copper plates and reign-wise albums of photographic copies of a few hundred Sanads granted by Maharana Kumbha and the succeeding rulers are available. No document is earlier than the 15th century A.D.

1. Proceedings of the Indian Historical Records Commission, Vol. XXIX, Part I, Appendix I, pp- 115-33.

KASHMIR

A General Record Department has been created in the Jammu and Kashmir State with a Director of Records. There are two record repositories, one in Jammu and the other in Kashmir Valley. The following groups of records are available :

1. Persian records	..	1724-1892.
2. Kitab Navisi Registers	..	1847-1927
3. Old English records	..	1868-1921
4. Late His Highness's Confidential records		1885-1925.
5. State Department records	..	1885-1942.
6. Vernacular records	..	1889-1913
7. Secretariat records	..	1889-1955
8. Council Proceedings	..	1922-1926.
9. Military records	..	1922-1943
10. His Highness's Orders	..	1926-1947
11. Council and Cabinet Orders	..	1934-1950.

Printed Indices to records for the period 1724-1950 are available. Research facilities are accorded to the scholars..

DELHI

In 1912 Delhi was formed into a Chief Commissioner's Province. Prior to this, it was attached to Punjab as a district. There is no Central Record Office in the State.

Early records in Delhi were destroyed during the Mutiny. The surviving records of the Delhi Residency were in the Punjab Record Office at Lahore and a part in the Rajputana Residency. The mutineer's papers were transferred to the then Imperial Record Department and a description thereof will be found in the *Press-List of the Mutiny Papers*, 1857. The records available in the State are, therefore, all of post-Mutiny period i.e., from 1858 to 1911.

There is no hand book to the records but some description of those records are available in the office of the Chief Commissioner, Delhi :

1858 : Papers regarding Bahadur Shah's journey down country from Delhi ; rates of pension granted to Shah Alam while in transportation to Burma.

1860 : Papers regarding demolition of houses between Delhi Fort and Jama Masjid ; clearance of a portion of *Dariba* ; demolition of a portion of Begam Samru's garden ; *Nai Sarak* ; demolition within Fort enclosure ; *Dewan-i-Am* to be used as a Hospital ; *Dewan-i-Khas* to be restored with marble trellis work ; compensation for demolition work.

1872-76 : Papers regarding improvements of the western suburbs of Delhi, Roshanara and Qudsia Gardens ; Delhi Institute ; historical monuments, their preservation.

The following series of records are also available :

1. Office Records : these are office orders and correspondence and not open for inspection.

2. Sub-Registrar's Records : these consist of various transactions which are legalised by registration.

3. General Records : Criminal and Civil cases decided in the District.

4. Revenue Records.

5. Tehsil Records : various Registers and papers concerning revenue matters and subsidiary to the main Revenue Records.

The first four classes are in the office of the Deputy Commissioner and the fifth in the Tehsil Office.

The records are weeded periodically according to rules in force.

The records are open to the public under a set of rules.

1. Proceedings of the Indian Historical Records Commission, Vol. XXV, Part II, pp. 6-12.

ANDAMANS

The office of the Chief Commissioner of Andaman and Nicobar Islands and Superintendent of Port Blair was created in 1872. No old records are now available as these were destroyed by the Japanese during the period of their occupation of the Island during World War II. Attempts were made to trace them from various sources in Japan, Singapore and neighbouring places but nothing could be known.

Most of the important records were kept in the Office of the Chief Commissioner at Ross Island, Port Blair. These records were understood to be of great importance for anthropological and linguistic research.

AJMER

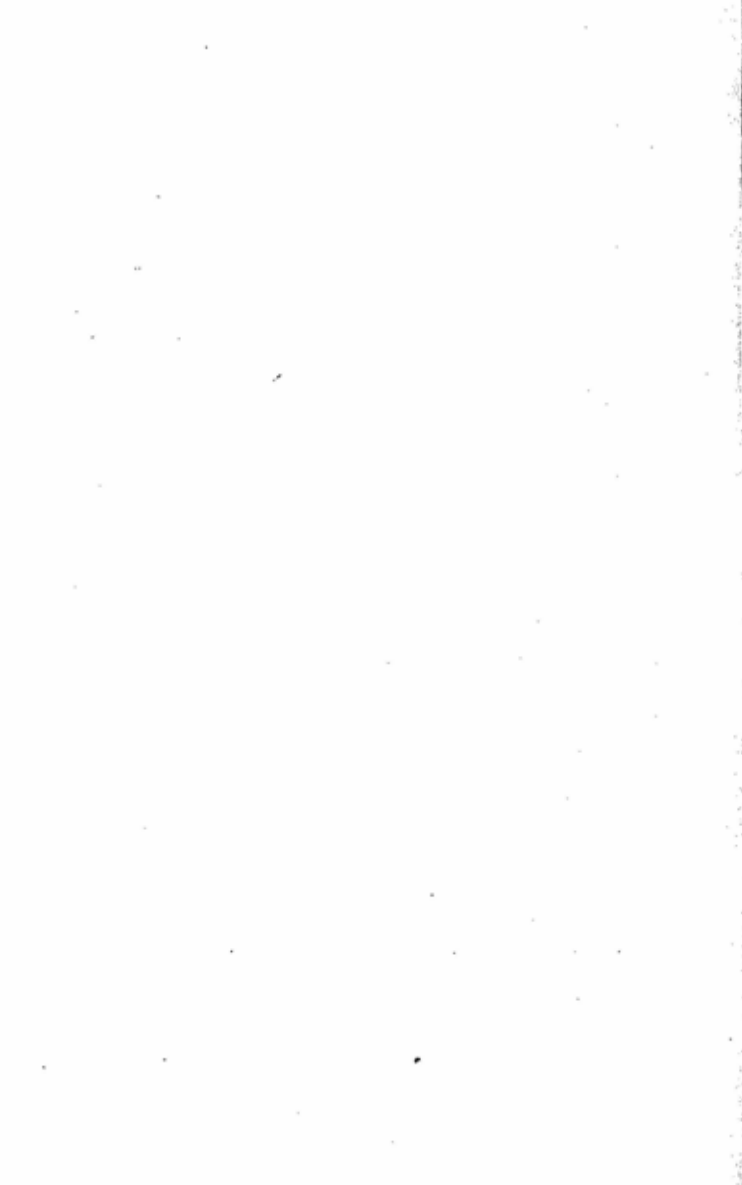
Ajmer was taken by the British in 1818. From 1871 to 1937 Ajmer was under the administrative control of the Agents to the Governor General and Residents for Rajputana and the Chief Commissioners for Ajmer-Merwara.

The records are located in a part of the Secretariat of the Chief Commissioner at Ajmer. The English and vernacular records are kept separately.

These are from 1818 up to date comprising about 2,50,000 files. There is a set of rules governing access to these records for *bona-fide* historical research.

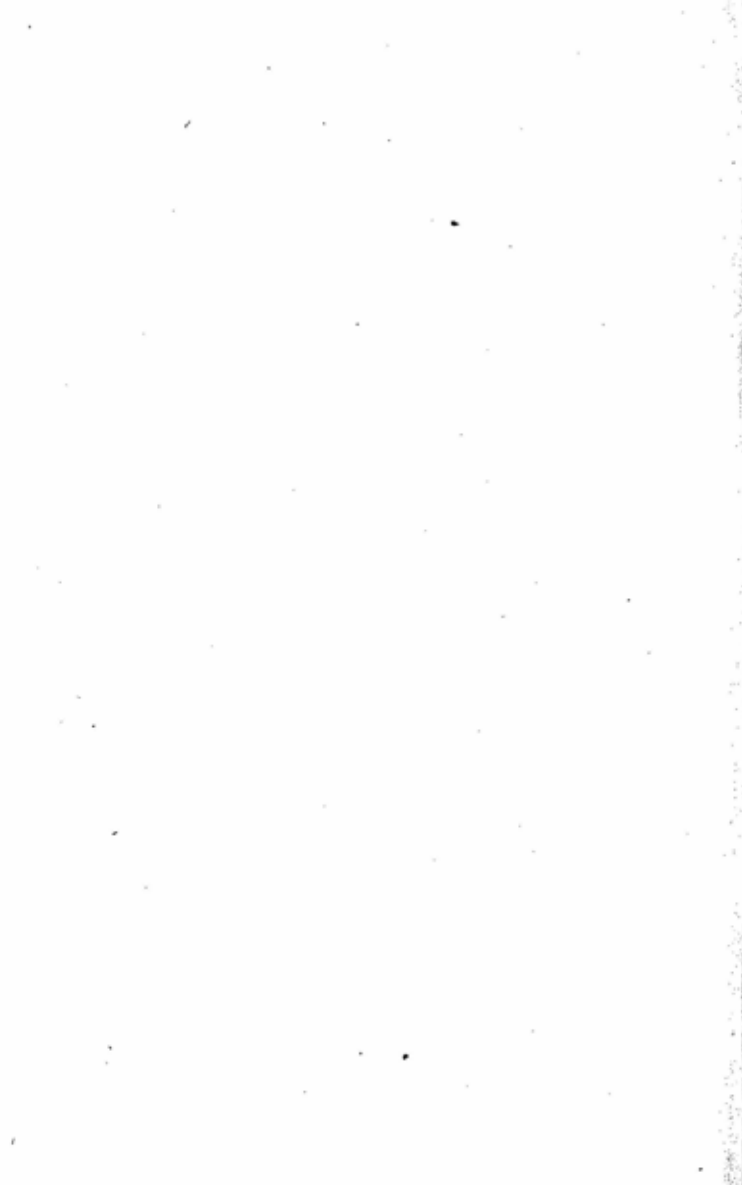
TRIPURA

There was a Central Record Office at Agartala before integration. There were registration records and Judicial records which are kept serially year-wise.



(iii) Representative Private Assets

Official archives alone received consideration in the past. Times are changing fast. Business archives, institutional archives and private archives are receiving increased attention of specialists and scholars alike. India abounds with these types of archives and a few specimens only have been presented here.



THE BURDWAN RAJ

The Burdwan Raj is one of the oldest zamindaries in India. Its existence can be traced since 1657 and is about three hundred years old now. The development of the Raj has been narrated in the *Bengal District Gazetteer, Burdwan*, at some length and the following is a brief account thereof.

According to tradition the original founder of the Burdwan house was one Sangram Rai, a khatti kapur of Kotli in Lahore, who on his way back from a pilgrimage to Puri settled in Baikunthapur, a village near the town. He devoted himself there to commerce and money lending. Abu Rai, who was appointed chowdhury and kotwal of Rekhabi Bazar in the town in 1657 under the Faujdar of chakla Burdwan, is said to have been his grandson. He is the first member of the house of whom there is any historical records. His son was Babu Rai and grandson Ghana Shyam Rai. Upon the death of the latter, his son Krishna Ram Rai succeeded to the zamindary. In 1689, he was honoured with a *farman* from the Emperor Aurangzeb conferring on him the title as zamindar and chaudhuri of Pargana Burdwan.

In 1696, in a rebellion the Raja was killed and all the members of his family captured except the son Jagat Ram Rai who escaped to Dacca. He was restored to the estate and honours of his father. He was treacherously murdered in 1702. He left two sons, Kirti Chandra Rai and Mitra Sen Rai. The elder brother, Kirti Chandra Rai inherited the zemindary. He was a man of bold and adventurous spirit. He fought several times and the boldest achievement was his attacking and defeating the powerful Raja of Bishunpur. The end of the seventeenth century had left Birbhum and Bishunpur at the summit of their fortunes.

With the beginning of the eighteenth century an entirely new set of conditions came into play in western Bengal. Year after year the inexhaustible Maratha horse overflowed the border. The Marathas spent their energy in plundering the

intervening tracts where the dry soil and the fine undulating surface afforded convenient riding ground. Cultivators became accustomed to fly to some swamp-protected village for safety and Burdwan gradually became an asylum for them. The Burdwan house had continued to prosper. Kirti Chandra died in 1740 and was succeeded by his son Chitra Sen Rai who was invested with the title of Raja by the Delhi Emperor. Chitra Sen built forts in Raigarh and Senpahari. He died in 1744 without issue and his cousin Tilak Chand Rai succeeded. Tilak Chand Rai was honoured by the Emperor Ahmad Shah with a *farman* recognising and confirming his right to the Raj and a few years afterwards was invested by Shah Alam with titles of Maharaj Adhiraj Bahadur and Panj Hazari or commander of five thousand troops. In 1755, in retaliation for the attachment of his property in Calcutta by order of the Mayor's Court, he put an embargo on the Company's trade within his estates, stopping it completely. The dispute was settled by an intervention of the Nawab. Three years after the battle of Plassey on the 27 September 1760, Burdwan was ceded to the East India Company by Nawab Mir Muhammad Kasim Khan, Governor of Bengal. Soon after the transfer, the Maharaja broke out in open revolt. The result was that for many years afterwards the Company's officers had the greatest difficulty in collecting any revenue. The district suffered heavily from the ravages of the Maratha raiders and the Maharaja took full advantage of the fact to avoid the payment of revenue.

In 1776 the administration of the district and the Burdwan estates was taken out of the hands of Tej Chandra. His mother, the Maharani Bishtu Kumari, the widow of Maharaja Tilak Chandra, retained control over the estates and district till 1779, after which date Maharaja Tej Chandra resumed management. The records of 1782 disclose that the house was sinking steadily into ruin. The Government forced the Raja, as zamindar, to discharge in some fashion his duties towards his people and many of the earliest documents contain articles of agreement for the repair of the embankments and bridges at his expense.

Until after the permanent settlement, the family still maintained a considerable body of troops as body guards, the annual cost of which estimated at four lakhs of rupees, besides other costly paraphernalia of traditional pomp, without the income necessary to pay for them. A long series of personal humiliations followed : imprisonment of the Raja in his palace, forced sale of his lands, the foreclosures of mortgages, the sweeping down of his private creditors, and a hundred miserable evasions and struggles. The chief object of the administration at this time seems to have been to make the Maharaja pay his revenue. The very earliest letter preserved in the records of the Burdwan collectorate contains a suggestion that his property should be attached and a few months afterwards in 1788, the threat is found to have been executed.

The permanent settlement substituted a reign of law for these endless bickerings and quarrels, and the new order of things which it brought about saved Burdwan. Under Regulation I of 1793, Maharaja Tej Chandra entered into an agreement with Government to pay regularly the revenue amounting to Rs. 40,15,109 and also *Sicca* Rs. 1,93,721 for *pulbandi* or repair of embankments. But inspite of the permanent settlement, the affairs of the estate did not improve, as the disastrous effect of scarcity and famine in 1769-1770 and bond of debt and arrears were still felt. The estate fell into arrears and mismanagement became so pronounced that the Maharaja's mother compelled him to execute a deed of sale assigning the entire estate to her. She was a woman of considerable business capacity and she might ultimately have succeeded in saving the whole estate if her life had been prolonged. The estate accumulated huge arrears in payment of revenue. The Maharaja was summoned to attend the Board of Revenue and was threatened with forfeiture of zamindary. Raja Naba Krishna Deb was appointed *kruksazawal* or attaching officer but he could do nothing. The Board commenced selling portions, each lot consisted of several villages. The principal purchasers were Dwarkanath Singh of Singur, Chakku Singh of Bhastara, the Mukherjees of Janai, and the Banerjis of

Telinipara. These sales went on regularly every three months ; and in order to prevent the entire dismemberment of the estate, Maharaja Tej Chandra bought up several lots in the names of his officials and dependants. About this time Maharani Bishtu Kumari died. On her death Maharaja Tej Chandra resumed the management of his estate and one of his first acts was to endeavour to arrest its ruin by giving away portions of his zamindari in perpetual leases or *patees*. The creation of undertenures and the various other machinery for improving an estate which the permanent settlement introduced have rendered it the most prosperous house in Bengal.

Maharaja Tej Chandra had a son, Pratap Chandra, who disappeared during the life-time of his father and was never heard of afterwards. Several years afterwards a pretender personating him appeared, but his claim, after a searching investigation was dismissed by the civil court. In 1832, Maharaja Tej Chandra died leaving to an adopted son, Mehtab Chand, his great landed and funded estates. On the latter succeeding to the raj in 1833, the English government honoured him with a *khillat*. He afterwards lent all his help to the government during the Santhal rebellion in 1855 and the Mutiny in 1857. In 1864, he was appointed an additional Member of the Viceregal Legislative Council, being the first native gentleman of Bengal who was so honoured. He died in 1881 and was succeeded by an adopted son, Aftab Chand, who lived till 1885. He left a widow whom he had empowered to adopt and she exercised the right in July 1887 in favour of Sir Bijay Chand Mahatab Bahadur. The Maharaja obtained a *sanad* from the government on 1 May 1903 conferring upon him as zamindar of Burdwan the hereditary title of Maharaj Adhiraj to be attached to the estate.

This is a brief account of the Burdwan Raj. Having been one of the oldest zamindaries in India, the Raj has had a very close contact with the Mughals, East India Company and the successive governments. Naturally, therefore, plenty of references of the Raj are to be found among the original records.

of the Central and the Bengal Governments. Some references are available in the following books and publications :

1. *Selections from Unpublished Records of Government, 1748-1767 inclusive*, Volume I, by Rev. J. Long, (Calcutta-1869).

2. *Early Records of British India : A History of the English Settlements in India* by J. Talboys Wheeler, (Calcutta 1878).

3. *Calendar of Persian Correspondence* (earlier volumes).

4. *Annals of Burdwan Raj* by B. K. Mukherjee, (The Calcutta Review, January 1910).

5. *Report on Survey of Old Records in the Collectorate Office at Burdwan*—(Report of the Regional Records Survey Committee for West Bengal, 1949-1950).

The Burdwan Raj has got a Central Record Room where old and current records of the estate are preserved. These are arranged in bundles with proper labels and often tied with pieces of cloth. The bundles are kept on racks, shelves, etc. They are grouped and classified according to subject matter. Proper shelf-Registers and indexes are maintained to trace our records whenever required. Precautionary measures are taken for the protection of records against worms, etc., and chemicals are used frequently.

The Burdwan Raj is a private zamindari estate. The records of the estate being private, no access is given to them to the outsiders.

No further information regarding the central Record Room of the Raj is readily available.

The records of the Raj being several centuries old, as they are, must be very valuable from the historical point of view. An interesting account appears, however, on page 11 of the *Report of the Regional Survey Committee for Bengal and Assam, 1947-48*. A few members of the Survey Committee were allowed to see some old records of the Raj in March 1947 and the report runs as follows :

"We are very grateful to the Maharaja of Burdwan for giving access to the very valuable family records of the Mughal period that begin from the 29th year of the reign of Aurangzeb.

From the historian's standpoint the Mughal farmans, yaddashta, nishans, etc. are of great value until we reach the 12th year of the reign of Shah Alam II. This is the largest single collection of Mughal documents in Bengal and apart from the interesting procedural details it gives us a very good idea of the zamindari system as it obtained in the settled areas in Mughal rule."

"We would have liked very much to see the Burdwan Raj family papers of the early British period, but the Manager of the Raj told us that we would not find anything of value in them. In the *Calendar of Persian Correspondence* of the Imperial Record Department the names of Raja Tilak Chand and Tej Chand of Burdwan appear so often that it is difficult to believe that the family that has so beautifully preserved all the documents of the Mughal period has not also important documents of the early British period equally well-preserved. We hope the Maharaja would give us an opportunity of ascertaining their historical value."

It will be quite clear from the above extracts that the Burdwan Raj possesses historical and economic records of immense value and these are likely to throw a flood of new light on several aspects of local history.

BENGAL CLUB

Bengal Club, the oldest of its kind in India was established in Calcutta in 1827.

Since its creation the Club premises have changed from place to place, as is natural. It was first located in a four storied building in Esplanade East, known as Gordon's buildings. This building was long ago demolished and the site is now occupied by a block of buildings of the Central Government in which the Imperial Library was once housed. It was then shifted "to that capital upper roomed brick built messuage tenement or Dwelling House, lately in the occupation of Messrs Allport, Ashburner and Company, Situate, lying and being in Tank Square in the Town of Calcutta." The Tank Square is of course the modern Dalhousie Square and the premises taken afterwards by the Club were No. 4 Dalhousie Square. These were occupied by Messrs W. Newman & Co., Publishers, since 1880 till they were demolished. In 1845 the Club was removed to Chowringhee. The building chosen was occupied by Macaulay during his residence in India as Law Member of Supreme Council from 1834 to 1838. The owner of the property was Babu Kali Prasanna Singh, a wealthy resident of Jorasanko, (author of a Bengali translation of Mahabharata). The Club occupied these premises from 1845 to 1908. The same site was purchased for a sum of five and half lakhs of rupees and the present building was constructed.

The records of the Club are an invaluable source material for social, economic and political history of this country. They vary widely in interest and character and the Club has published a very interesting book, *A Short History of the Bengal Club*. A few topics from this book is given below.

Ice Manufacture

Thomas Payne, the first Steward of the Club, was permitted to run a ice manufacturing business of his own. It appears from a notice issued in May 1831 that—"Ice—Thomas Payne

(Bengal Club House) will continue to supply Families with Ice during the Hot Season and Rains at the following rates :

Ice for cooling wine, etc. at 8 annas per seer, creams of all kinds at 1-8-0 rupee mould (coolpee).

N. B.—The Ice will be delivered from a Godown next to the Club House in Mission Row (a) at from 6 to 7 O'clock in the morning and at the same hour in the evening. It is requested that orders for the Ice may be sent the day previous."

The business could not flourish long as import of natural ice from America was started in 1834 and on arrival at Calcutta the stock was stored in the Ice House in the neighbourhood of Hare Street.

Macaulay

The candidates books of the Club having not been properly preserved, no definite information regarding Macaulay's membership is available. The Club House was Macaulay's residence for many years. Macaulay's house was the best in Calcutta. "I have a very pretty garden not unlike our little grass-plot at Clapham but longer. It consists of a fine sheet of turf, with a gravel walk round it, and flower-beds scattered over it. It looks beautiful just now after the rains, and I hear it keeps its verdure during a great part of the year..." Though cheerful, Macaulay was often homesick. "Banishment is no light matter. I feel as if I had no other wish than to see my country and die"... "We are annually baked four months, boiled four more, and allowed the remaining four to become cool in if we can. Insects and undertakers are the only living creatures which seem to enjoy the climate."

Mutiny

There is unfortunately no reference in the Club records to the incidents of those critical times of the Mutiny. But it appears from descriptions by Kaye and Malleon that all were known to be seething with disaffection and to cope with a possible outbreak there were only a wing of the 53rd Foot in the Fort, and the 78th Highlanders at Chinsurah. Shortly

after morning service it was rumoured that the regiments at Barrackpore had mutined and were in full march on Calcutta. The European and Indian Christian inhabitant at once sought refuge in the Fort and on the ships lying at anchor in the river. An eye witness describes the flight across the maidan as, "what might have been if a modern Herculeum had been evacuated in broad day light on the approach of a visible eruption from a neighbouring volcano." The people were unarmed and the civil community had offered to raise a volunteer corps and finally the Calcutta Volunteer Guards came into being. But unfortunately no records in the Club exists to show the number of its members who participated in the scheme.

'Nil Darpan'

Sir Mordaunt Lewis Wells who had been Judge of the Supreme Court since 1850 and became Judge of the High Court on its establishment, was the President of the Club in 1864. He is chiefly memorable for having tried with the assistance of a Special Jury the case regarding *Nil Darpan* (the Mirror of Indigo). It is a drama in Bengali by Dinabandhu Mitra, an exposure of the abuses of the system of indigo cultivation in Bengal. Rev. James Long translated this play into English and he was prosecuted on the ground that his preface to the play was a libel on "Englishman" and "The Bengal Harkara" and the play itself a libel on "the general body of planters." At the time the planting community was violently incensed against the Government, the chief object of their wrath being the Lt.-Governor, Sir John Peter Grant (President, Bengal Club, 1845-1848). The Press warmly supported the planters. Long's trial resulted in a conviction and he was sentenced to a month's imprisonment and a fine of a thousand rupees, which was immediately paid by a wealthy Hindu sympathiser. Sir Mordaunt's charge to the Jury was bitterly attacked for its alleged partiality. A public meeting of Indian inhabitants demanded his recall, but the Government did not take any notice and the storm subsided in due course.

'King' Keswick

The presidentship of J. J. J. Keswick from 1882-1885 recalls the stormy days of Lord Ripon and the Ilbert Bill controversy. In Bengal the struggle to defeat the Government of India's proposal was headed by Keswick who may be regarded as the founder of the European Association which under the name of the "European and Anglo-Indian Defence Association" was established in 1883 to oppose the Bill. No unofficial European has ever enjoyed the unquestioning confidence of his community to the same degree as "King" Keswick. He was in India from 1863 to 1886 and for the last five years of this period he was the head of the firm of Messrs Jardine Skinner & Co.

Club Life

Colonel Rivett-Carnac arrived in India in 1858 and in his *Many Memories* he has described to some extent the Club life in Calcutta. The Bengal Club, he writes, was affected by the Haileybury civilians of those days, the United Service Club being more in favour with some of the military and the new group of what were termed "competition wallahs" or "wallahs", the civil servants who were now taking the place of the Haileybury men. The writer became a resident of the Club and he points out the unwisdom of keeping a young civilian in Calcutta for the ostensible purpose of language study. "There was cricket, racing, paper chases, and the tent club later in the year, and one could play sufficiently high at the Bengal Club, and sit up very late and eat heavy suppers there if so desired."

Ladies

In 1873 the Club gave a Ball. Thereafter Balls and Ladies Dinners appear to have become fairly common. The last mention of a Ball is in 1889, when one was given in honour of His Royal Highness, Prince Albert Victor. In November 1911, ladies were invited to a reception to mark the opening

of the new Club House, the construction of which was then completed. And then for many years monasticism reigned. On the occasion of the centenary celebrations of the Club a banquet was held on the 1 February 1927 and on the following day the Club was At Home to the lady guests of members. This entertainment became the subject of controversy, but the apprehensions of the monastically inclined were allayed by the assurance that in all probability the experiment would not be repeated until 2027.

Besides, the book contains in the shape of appendices, (i) Biographical notes of original members (ii) List of Presidents of the Club (iii) Resolutions passed, 12 February 1827 and (iv) Original Rules of the Club.

There are in the possession of the Club some portraits and paintings of historical importance.

The old records of the Club are properly preserved. The records being of private nature, no access to them are given to non-members.

ASIATIC SOCIETY OF BENGAL

The Asiatic Society of Bengal was founded in 1784. The idea of forming the Society was conceived by Sir William Jones, who came out to Calcutta in October 1783 as a Puisne Judge of the late Supreme Court at Fort William in Bengal. While engaged in learning the Sanskrit language, Sir William felt the want of an organised association where serious researches could be carried on. He received warm support from his friends and a meeting was held on the 15 January 1784 among the elite of the European community in Calcutta. Sir William opened the proceedings of the meeting and he delivered a learned "Discourse on the Institution of a Society for enquiring into the History, civil and natural, the Antiquities, Arts, Sciences, and Literature of Asia." A resolution was adopted establishing the society under the name of the "Asiatick Society".

Asiatic Society, London

In 1829, soon after the establishment of the Asiatic Society of Great Britain and Ireland in London and the affiliation of the Literary Society of Bombay with that institution, proposal was received from the London Society for similar affiliation of the Calcutta Society with that institution. The proposal was not accepted.

Object

The object of the Society was brief, that is, enquiry into history and antiquities, art, science and literature of Asia. The rules which were framed at the initial stage of the Society were still briefer. Sir William Jones was against framing an elaborate code of rules. In the inaugural address he said, "It may be advisable at first, in order to prevent any difference of sentiment on particular points not immediately before us, to establish but one rule,—namely, to have no rules at all." He, however, qualified this by adding, "this only means that, in the infancy of any Society, there ought to be no confinement, no trouble,

no expense, no unnecessary formality." It was suggested that weekly evening meetings might be held where original papers might be read and discussed. Towards the end of each year a sufficient number of papers had been collected to fill a volume, *Asiatic Miscellany*. It was further suggested that unpublished essays from 'native' authors would be admitted. But the question whether learned natives would be enrolled as members would be considered at a later date. It was proposed "not to admit a new member who had not expressed a voluntary desire to become so." No formal resolutions were adopted in regard to his suggestions but they were unanimously accepted as the rules of the Society. In 1829, H. H. Wilson proposed some Indian names and they were elected members.

Meeting Place

The Society used to meet at the Grand Jury Room of the Supreme Court and, therefore, there was no expense of any kind. Members were not called upon to make any pecuniary contributions. In 1795, when the idea of providing a suitable house was mooted, funds were raised by subscription and the Ordinary Members were to pay quarterly one gold mohur each, old members being required to pay two gold mohurs each to make up their previous membership, in lieu of entrance fee. The rule regarding quarterly subscriptions was altered in 1859, when the amount was reduced to Rs. 12 a quarter for resident members and Rs. 6 for non-resident members.

Building

During the presidency of Sir William Jones, no necessity was felt for a house for the Society. The Grand Jury Room of the late Supreme Court served the purpose. But on the demise of the founder, the Society approached the Government for a free site for a house. A second application was made on 4 July 1804 for a plot of land at the corner of Park Street, which had before been in the possession of a Riding School, but had subsequently been reverted to the Government. This request was granted with the exception of a small portion on

the western side, which was "required by the Magistrate of Calcutta for the establishment of a Police Thannah and Fire Engine." On the remodeling of the Calcutta Police in 1849, the Police Station was abolished and the plot given to the Society free of all conditions. In 1805 the plot was received by the Society and a building was raised for Rs. 30,000. The Society took possession of the building early 1808.

Membership

Besides Ordinary Members, there were three more classes of membership. There were no rules but Honorary Members were elected. The qualification laid down was "eminence for his knowledge of, or encouragement given to, science or literature, or for services rendered to the Society, to be testified by a written statement and supported by the votes of a majority of three fourth of the members present at a meeting." The limit of this category of members was thirty. The class of Associate Members was established in 1835 to secure co-operation of competent persons in India who would not offer themselves as candidates for Ordinary Membership. The fourth class, Corresponding Members, was established in 1851 to recognise the services of correspondents in foreign countries. but this class was abolished in 1869.

Warren Hastings

Warren Hastings was requested to accept the office of the President of the Society. The offer was, however, declined. While appreciating the honour done by the offer, Hastings wrote : "From an early conviction of the utility of the institution, it was my anxious wish that might be, by whatever means, instrumental in promoting the success of it ; but not in the mode which you have proposed, which, I fear, would rather prove, if of any effect, an incumbrance on it. I have not the leisure requisite to discharge the functions of such a station, nor, if I did possess it, would be consistent with the pride, which every man may be alleged to avow in the pursuit or support of the objects of his personal credit, to accept the first station in a

department in which the superior talents of my immediate followers in it would shine with a lustre, from which mine must suffer much in the comparison, and to stand in so conspicuous a point of view the only ineffective member of a body, which is yet in its infancy, and composed of members with those abilities I am, and have long been, in the habits of intimate communication, and know them to be all eminently qualified to fill their respective parts in it."

"On these grounds I request your permission to decline the offer which you have done me the honor to make to me, and to yield my pretensions to the gentleman whose genius planned the institution, and is most capable of conducting it to the attainment of the great and splendid purposes of its formation."

"I at the same time earnestly solicit your acceptance of my services in any way in which they can be, and I hope that they may be, rendered useful to your researches."

In accordance with the suggestion made above, Sir William Jones was elected President of the Society on 5 February 1784.

Committees

The office of the Vice-Presidents, which were two originally and raised to three later, was not filled up till 1797 when John Fleming and John Harbert Harrington were elected. Immediately after the establishment of the Society, George Hillarow Barlow undertook the duties of the Secretary. In 1796, when subscriptions first began to be collected, Trail, of the firm of Palmer & Co., Merchants, was appointed Treasurer, and his firm undertook to transact all banking business for the Society. In 1803, a 'native' clerk was engaged to keep accounts, but all financial business continued to be conducted by Messrs Palmer and Co. After a time, duty of collecting subscriptions was made over to the clerk. He was the late Ramacomal Sen who served the Society for nearly forty years; latterly holding the office of what was called "Native Secretary", but really that of Treasurer. The Committees were formed in 1808, one for "Natural History, Philosophy, Medicine, Improvements of the Arts, and whatever is comprehended in the general term of

physics"; and another "for literature, Philosophy, History, Antiquities, and whatever is comprehended under the general term of Literature." The Library and the Museum were the two important adjuncts of the Society.

Library and Museum

The Library of the Society consisted besides valuable collection of books about 30,000 rare manuscripts in oriental languages. One of the earliest accession to the Library was interesting. It was a gift from the Seringapatam Prize Committee (3 February 1808). "It included a selection from the Library taken in *loot* from the palace of Tipu Sultan. There were among them many old and rare books, including a great number of beautifully illuminated manuscripts of the Quran, and of that part of it called *Pansurah*." Presentations were later made by the late College of Fort William and the General Committee of Public Instruction. On the abolition of the College of Fort William the whole of its Sanskrit, Arabic, Persian and Urdu works, mostly in manuscripts was presented to the Society.

In 1814, the Society established a Museum. It rapidly thrived, but not without financial difficulties. The Government of India sanctioned in 1839 a monthly grant of Rs. 200 for a salaried officer in charge of the Museum. In or about 1856 the Society entered "into a communication with the Government on the subject of the foundation at Calcutta of an Imperial Museum, to which the whole of the Society's collections, except the Library, may be transferred, provided the locality, the general arrangement, and management be declared, on reference to the Society at large, to be perfectly satisfactory to its members." The Mutiny having broken out at the time in the North West Province, the question was held in abeyance by the Government. In October 1858, the question was revived and in May 1862, the Government announced that "in the opinion of the Governor-General in Council, the time had arrived when the foundation of a public Museum in Calcutta, which has been generally accepted as a duty of the

Government, may be taken into consideration with regard to its practical realization", and then gave a sketch of the terms on which the Society's collections might be transferred to it. Negotiations followed and in the middle of 1865 an agreement was arrived at. A law to this effect was passed in 1866 (Act XVII), and the collections were formally made over to an officer of the Board of Trustees appointed under it. Thus the Indian Museum was established at Calcutta.

Publications

Publications of the Society are numerous and the works are held in high estimation all over the world. The Society has to its credit, Memoirs, Journals, Bibliotheca Indica Series and a large number of oriental publications and they cover the fields of Asian culture and researches in arts, science, history and religion.

Personal Notes

In a brief account like the present, it is not possible to give personal notices of all those whose labours have created and sustained the reputation of the Society. Brief notes only on a few cases are given below :

1. Sir William Jones, born September 1746, died 27 April 1794. To him the Society owes its foundation and the distinction it attained in the earlier days of its career. First President of the Society. Contributed 29 papers to the *Asiatic Researches*, translated *Manu*, *Sakuntala* and *Gitagobinda*.

2. Sir John Shore, Bart, afterwards Lord Teignmouth, succeeded Sir William Jones on 26 May 1794, and retired to England on 2 May 1797. Contributed six papers to the *Asiatic Researches*. Associated with the foundation of the Society. Virtual author of the Permanent Settlement of the land revenue in Bengal.

3. Henry Thomas Colebrooke, born 1765, died 18 March 1837. Came to India as a writer in the service of the East India Company. A Judge in the Sadar Dewani Adalat. President of the Society from April 1806 to February 1815. Contributed

19 papers to the *Transactions* of the Society. A mathematician, astronomer and Sanskrit scholar. On retirement from India, acted as agent of the Society in London. Founder of the Royal Asiatic Society of Great Britain and Ireland.

4. Sir Charles Wilkins, Kt. LL.D., born 1750, died 1833. Came to India as a writer in the service of the East India Company. A Sanskrit scholar. Published a Sanskrit Grammar in 1779. Translated *Bhagvad Gita* which was published in 1785 under the auspices of Warren Hastings. Also translated *Hitopadesha* and extracts from *Mahabharata*. On arrival in England of a large collection of oriental manuscripts, soon after the capture of Seringapatam, he was appointed custodian of these treasures by the Court of Directors. First Librarian of the India House Library. Appointed visitor to the Oriental Department of the College at Hailebury established in 1805.

5. Dr. H. H. Wilson, born 1784, died May 1860. Came to Calcutta in 1808 in the Medical Service of the East India Company. Associated with the Society for about 25 years. Was Society's Secretary for a long time. Translated *Meghaduta*, published works, *Theature of the Hindus*, *Sanskrit and English Dictionary*. Appointed Assay Master of Calcutta Mint in 1816. Visitor to the Sanskrit College, Calcutta. The Chair of Boden Professor of Sanskrit at Oxford created in 1832.

Many more details about the history and development of the Society will be found in the *Centenary Review of the Asiatic Society of Bengal* from 1784 to 1883 by Rajendralala Mitra, LL.D., C.I.E., (Calcutta 1885). Interesting details about Sir William Jones, the founder of the Society may be found in the *Proceedings of the Sir William Jones Bicentenary Conference* held at University College, Oxford, 26 September 1946.

Between 1884 and 1950 the Society put up work of considerable merit recognised all over the world. It is still functioning in all its glory. Manuscripts, books and records of the Society are open for bonafide research. These are properly preserved. A new building on the Society's grounds is now under construction.

PARRY AND COMPANY

The firm of Messrs Parry and Co., Ltd., was established in Madras in 1788. The firm is 170 years old now and is still functioning in all its glory.

Parry's corner in Madras is a very well-known place and the popularity of the firm is due to its diversity in production—from trophy-making to ship-building.

Thomas Parry came to Madras at the age of nineteen during the year 1787. He had a few relations there in the Company's service. The story of this young man is extremely interesting for his business adventures, interest in the Company's administration, and local politics. Unlike other Englishmen, Parry came to India at the age of nineteen only, lived for 35 long years and died here. Interesting details of various activities of his life have been described in the book, *Thomas Parry, Free Merchant—1768-1824* by G. H. Hodgson (1938). A few of the interesting episodes of Parry's life, as they appear in the above book, are given below.

Business start

Parry spent his first year in Madras endeavouring to work up a business of his own. But this had been an uphill task. After a year he joined Thomas Chase, a civil servant, but the partnership closed after six months working with a profit of £4159 which was equally divided. Chase and Parry's 1789-1792 Ledger is still available with the firm of Messrs Parry and Co. Ltd. It reveals mostly banking accounts.

Business Project

Pressed by necessity, Parry changed partnership at least eleven times between 1788-1938. Parry's business covered a very wide range of activities. They were : mortgage bond creditorship, sale and disposal by rent of houses, sale of Indian and foreign wine, sale of Bengal Lottery tickets, travel agency, shipping, sale and circulation of books. Parry made a good

fortune as a supplier of provisions required during Lord Cornwallis' war against Tippoo in which an army of 40,000 men and a subsidiary army of more than 4000,000 [*sic*] camp-followers were involved and their requirements were diverse and wide. Parry and Dare were bankers, general agents, ship-owners, ship-builders, shipping agents. But from their ledger of 1820 it appears that they traded in: French claret, "champaigne", brandy, port wine, hocks and cornet, cotton to London, linseed oil to Bombay, sundry goods to Cape, Pointe Louis, Colombo and Far East; saddlery, glassware, iron, long-cloth, horse-gram, wheat, indigo, saltpetre, iron hoops, Madras-check handkerchief, canvas, Nellore cloth, pepper, soda, timber and general merchandise.

New Enterprises

Parry was always on the look out for new enterprises. In 1794 he with some others petitioned the Government for permission to start a newspaper. The request was rejected. A tannery was started in 1805. Tanned leather goods were supplied to the Company's Army and Navy and sent to England, United States, Australia and the business turned a profitable one. There were 350 workmen in the tannery. His endeavours were later concentrated towards indigo plantation and it made good progress. Cane cultivation on western methods started and the firm managed a cane sugar factory in Madras. Parry wrote to his agent in London for a stocking loom as he had found that supply of stockings to the military personnel in India and also the possibility of exporting them to United States and Australia would turn to be a profitable concern.

Adversities

Parry sustained a great loss in shipping spread over several years. The ship, *Marquis Wellesley*, was lost by fire and this loss almost ruined him. Continued slump in market and dull business overseas put Parry to a very hard corner. He was undaunted. He purchased a ship, *General Palmer*, built at Calcutta for Rs. 1,00,000 and restarted his shipping business.

In this ship he had the privilege of having as passengers the retiring Governor of Madras, Rt. Hon. Hugh Elliot and family for £ 3000 for a trip to England. Other passengers were "96 invalids, 22 time-expired men, one man released from jail, one man returned from desertion, 13 women and 5 children" at £18 per head without food and water. Regulating Act of 1773 prohibited private trading on the part of the E.I. Company's servants. Parry thought since there would be no more competition with Company's trading servants, his trade would flourish. But to his great surprise, he was directed to return immediately to England for having association with the Nawab of Carnatic. No explanation was furnished for the order of banishment. This upset Parry to a great extent. He left Madras and lived in Ceylon, the Crown Island, beyond the jurisdiction of Company's administration and looked to his business interests from there. He, however, made an able representation. The order was withdrawn in 1805.

Paid Jobs

In order to keep his head out of water, Parry had to take up appointments from time to time. Some of these of course were indirectly beneficial to his business interests. In 1796, Parry was appointed to the Carnatic Insurance Company. During the same year, he was appointed Examiner to the Mayor's Court. On 23 November 1796, Parry resigned his post to join the service of Nawab of Carnatic as Captain on a salary of 250 pagodas per month, equivalent to £1090 per annum. His pay was later raised to £ 2100. A contemporary of Parry's in the Nawab's service was another merchant, John Binny, founder of the present firm of Binny & Co. (Madras) Ltd. He later got the post of Cashier and Accountant of Government Bank.

Carnatic Debt Scandal

The Carnatic Debts were incurred by Mohamed Ali, Nawab of Carnatic (usually known as the Nawab Wallajah), and his son Omdat-ul-Omrah who succeeded him. They raised money

for their extravagances. The total value of the claims amounted to 30 million pounds. But how much the Nawabs actually raised is unknown. Their servants had conspired with the members of the public to issue forged bonds and forged entries were made in the books of Nawab's Treasury. "All sorts of people, European and Indian, official and non-official, became interested in his debts". Many officials of the Company, besides many members of the mercantile community, were interested in one way or another in these bonds and amongst the former were Anstruther, the Advocate-General at Madras and Orme, the Government Solicitor. These two men had consulted one Roya Reddi Row, the Nawab's Sheristadar, in connection with all their speculations in these bonds. Under a treaty the new Nawab made over almost his entire territory to the Company in return for clearance of the accumulated debts of the two previous Nawabs. Roya Reddi Row himself was a claimant and one Paupiah a friend of Parry's had given evidence that the Nawab's Sheristadar was responsible for many of the forged bonds and book entries. Parry supported Paupiah, Anstruther and Orme supported Row. After a long enquiry Roya Reddi Row was found not guilty and orders were passed for Parry's immediate removal to England. Parry moved to Ceylon, the Crown Island which was beyond the jurisdiction of the Company's administration. But Parry did not stop there and at last after several years the forgery was established. He returned to Madras in 1810. Though Parry himself was not interested in any way with the bonds or loans, he had to suffer considerably because he lent support to a just cause.

Indigo Processing

In the Part II of the book appear several letters of Parry. One is about Indigo Processing and seems to be quite interesting. It is quoted below.

"24th December 1807

I send herewith some directions about boiling, pressing, drying and sweating the Indigo—the latter process, sweating,

had not I believe been used at our works—but it is no doubt of consequence and will prevent the cakes from cracking, and render the grain finer.

The Boiling Process

The fecula after being taken out of the Vat is put into another and diluted with clean water so as to make it boil freely, and I believe the best rule is to allow it to boil until the bubbles which rise entirely subside, when it will have thrown off the fixed air, and be ready to put in the straining cloths—which should be done as soon as possible.

The Pressing Process

The pressing should be carried on by degrees, constantly attending to it, and occasionally turning the Screws until it is of sufficient consistency to be cut with a knife—when it is cut into squares. (Your squares or cakes are of a very good size).

The Drying Process

The Drying Houses here are fitted with stages about two feet above each other so as to admit a free circulation of air between them and are about $2\frac{1}{2}$ feet wide, so that a man can reach across to turn the cake which is done every week or oftener—the cakes are placed about an inch or two from each other—a current of hot wind is excluded by means of Mats or Gunnies hung before the windows.

The Sweating Process

When the Indigo appears to be perfectly dry it is put into boxes, or in heaps, and covered with Mats and Cloths, when it undergoes the sweating process and throws the moisture out of the heart of the cake—after it has been in this state for a few days the heat begins to subside when the Indigo is again placed on the drying stages for a few days longer to dry—it is then brushed, sorted, and packed."

Private Life

In April 1794 at the age of 26, Parry married a Mrs Mary Pearce, widow of one Thomas Pearce and daughter of a civil servant named James West. Thomas Pearce was a free

merchant, and had been Sheriff of Madras in 1791. By this marriage, Parry had a son and a daughter. But the climate of Madras was too much for Mrs Parry and her children, and he had to send them all home in a serious state of health. The son was sent home in 1805 and the wife and the daughter, in October 1807. Three years after marriage, that is, in 1797, Mrs Parry, who was never strong, was in the doctor's hand "afflicted with a train of nervous symptoms", Parry never saw his wife and family again, for Mrs Parry never returned to India and Parry never went home. Both the children predeceased him.

Parry arranged that Mrs Parry should receive £ 200 on arrival in England and £ 400 per annum as her allowance. The sum was increased later to £ 600. Parry fell seriously ill after his family sailed and he planned to go home, but this did not materialise.

Parry took a Miss Mary Ann Carr "under his roof" and made no secret about the relationship when in 1822 he took his son Thomas William Parry to be christianized at St. Mary's Church, Fort St. George. The entry in the register there reads :

"Parry—Thomas William, son of Thomas Parry of Madras, Merchant, by Mary Ann Carr, Spinster, born 18th December, 1821, was baptised this 17th day of May 1822 by me."

Once again in 1823, Parry planned to retire home and made a will. Parry was a large-hearted man. Besides making provisions for his wife in the will, he made several interesting gifts to his partners in the business and his close associates. To Mary Ann Carr he, however, willed seventy Madras Rupees and fifty rupees for the support of any child which Mary Carr might have within nine months of the date of the will. To his faithful servant, Abrogooloo Naick he paid a sum of Rs. 3500. To Miss Bronnikam of Pondicherry 180 pagodas monthly ; to Miss Elizabeth Chimery, Miss Mary Chimery and Mrs. Charles Chimery—one thousand each ; to the butler Ramaswamy—2000 ; monthly payments to Mary, a poor blind woman brought up in Parry's house, Rs. 11 ; Chille—a native woman, Rs. 5 ; Beer—a Caffre, Rs. 5 ; Mary Anne, a native woman—Rs. 5 ; to the household servants, three months wages.

The Hindu inhabitants of Madras presented him in a public meeting with a Gold Cup for his humanity and benevolence for poor, helpless and distressed persons.

Private Account

Parry's private account reveals some interesting facts. The accounts are mostly in Pagoda, Fanam and Cash. One Pagoda was equivalent to Rs. 3-8-0. Beyond 1819 the accounts were kept in Rupees. A few items are given below.

		Pg.	Fn.	Ch.
1803-1805 :	Subscription for a poor Woman	10	0	0
	House rent ..	40	0	0
	Palanquin Bearers ..	8	0	0
	For Water for Six months ..	3	19	10
	Half a Pipe of Fort Wine ..	20	0	0
	Repairing a Pianoforte ..	40	0	0
	Purchase of a Pianoforte ..	100	0	0
	Gardener's Pay ..	5	22	40
	Native Hospital Subscription ..	15	0	0
1806 :	Two Books ..	20	0	0
	A Bullock Coach ..	40	0	0
	A Pair of Bullocks ..	20	0	0
	One Volume Chatham's Letters	1	0	0
	To Krishnamiah Chetty for a tub of Sugar Candy ..	9	0	0
	Cooly hire for carrying a basket of Bengal Potatoes to Pondicherry	0	25	0
1818 :	Pomatum, Lavender Water and Hair Powder	3	28	40
1819-1822 :	Six oil Paintings ..	315	0	0
	Two Gray Horses ..	1050	0	0
	Subscription to Madras Literary Society ..	22	0	0
	To Ramaswanly for House expenses, Servant's wages for March ..	551	7	0

Mehogany Sopha, Table and colly ..	87	11	0
Mrs Hay for Board and Education of			
Miss Walker for December ..	18	2	0

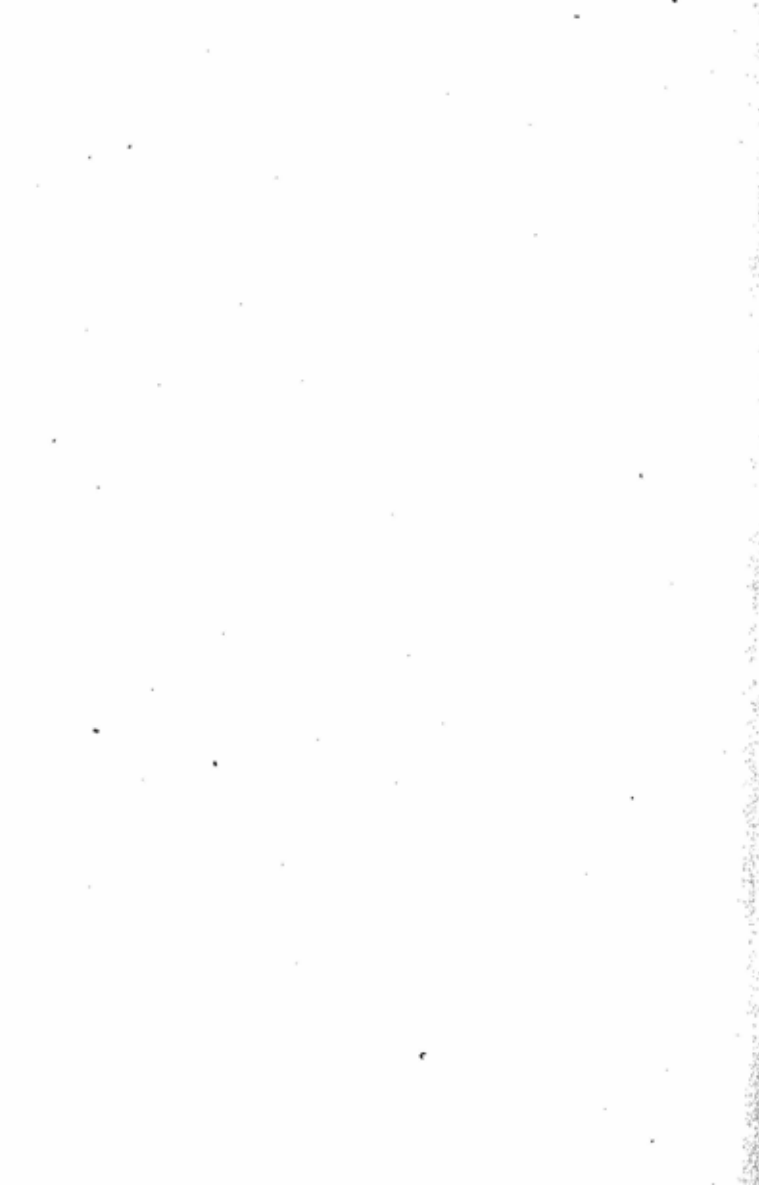
Messrs Parry and Co. Ltd. is no doubt one of the oldest business houses in India but most of their records are not available. The old records which survive have been bound in about twenty volumes. These deal with the correspondence between the firm and England during the first quarter of the 19th century. The volumes are properly preserved and are accessible for bonafide historical research.

Twenty one pictures of all the Senior Partners are still available at Madras.

PART III

Conclusion & Planning

Without planning no organisation can function freely. Planning not only adds to efficiency but proves economical at the end.



CONCLUSION

A study of the facts narrated in the foregoing pages will make it clear that the history of archives administration in India is unique in the sense that it touches Indian, Persian, Portuguese, Dutch, Danish and English systems. Some stray references have been collated into a scrappy account on the Indian system in vogue from about 600 B.C. to 1818 A.D. and included in the book. The English system of record making avowedly followed the Dutch pattern and the system followed by other European powers in India were not fundamentally different from the Dutch and English systems. Even though the English system has been discussed at length, it is worthwhile to investigate into various patterns of archives administration in India since ancient times to date.

The Company and its servants being separated by a great distance, it became almost a matter of necessity that their actions at both ends should be fully explained by correspondence. Rapid growth and development of activities resulted in the increase of correspondence with Presidencies and 'native' powers and a corresponding increase in the outflow of records from India. Thus, the two most important series of records or the "Cream of Company's records"—Letters to Court and Letters from Court—travelled in opposite directions in ever increasing volume. Within the country also, records travelled a considerable distance. With the growth of the Secretariat and organisational changes since the date of the creation of the three Presidencies till the recent reorganisation of States on linguistic basis, the records have changed their habitats and ownership. For instance, some records of the old Delhi Residency were known to be in the Punjab Record Office, Lahore, and another part in the Rajputana Residency. With the transfer of power the latter part of the records might have come back to Delhi again. The portion of the records which were taken away by the former Princes as their personal papers must have been separated from their original fond and taken

out of the old habitat. An account of travelling records with consequential change in the ownership is, therefore, a desideratum.

From a retrospection of earlier discussions, it will appear that 'history repeats itself' is not merely a phrase. It may be recalled that it was invariably the question of shortage of accommodation that led first Madras, then Bombay and lastly Bengal governments to think in terms of destroying all useless records accumulated for ages. Consideration of this question resulted in the appraisal and examination of records, establishment of Record Offices, issue of reference media and grant of research facilities. The Central Government established Record Offices in different contexts in 1797, 1802, 1820 and 1891. The one created in 1820 had 34 Regional Survey Committees all over the Presidency. In comparison, eleven Regional Record Survey Committees were set up all over India in 1943 by the Indian Historical Records Commission almost with an identical object. A Records Commission or Committee was set up in 1861 and an Indian Historical Records Commission was created in 1919. The old Commission mooted in 1863 a plan to edit and publish the "General Letters to and from Court" and a volume was actually in proof. The present Commission repeated the programme in 1943 and several volumes have already been published.

As stated above, all archival policies emanated from the urgency of securing valuable accommodation released by enormous volumes of useless papers. Before, however, the so-called useless papers could be destroyed, examination and appraisal of records was considered necessary. The work started by George Garrow in Madras in 1837 was abandoned after some time but was revived in 1858. Some of the valuable papers sorted out were described in Talboys Wheeler's Handbook. This inspired Bombay who followed suit in 1863. Candy's work there was followed up by Professor Wordsworth. Ultimately, Forrest's work established beyond doubt that all the papers that were kept for ages were not useless. Therefore, in 1888 a Record Office was established in Bombay. Forrest's

activities inspired the Central Government and he was invited to examine their records. His labours having borne fruit, a Record Office was established in 1891. Thus Bombay was inspired to archival activities by Madras and Bengal by Bombay.

The Handbooks, Guides or Memoranda on records brought out by the efforts of Wheeler, Candy, Jardine, Wordsworth and Forrest proved that old and untapped records in government custody provide excellent raw material of history. In order to make them accessible, the Central Government arranged to issue record publications and reference media. The few publications that came out of the efforts of about half a century were hardly commensurate with the very elaborate debates and discussions held for decades between Departments of the Government of India and between the India and Home Governments. The other alternative to make records accessible was to throw them open to public inspection. Between 1797 and 1856, three persons received government permission to consult records, obviously because they held high official or social status. The newspaper editors of a special category received access to the semi-current records but that was for a purpose other than historical research. No general access to records was, therefore, allowed till 1925, when at the instance of the Indian Historical Records Commission, a *Handbook to the Records of the Government of India, 1748-1858*, was published and access to records up to the above period was allowed under a set of rules. These rules were further liberalised between 1940 and 1950 when the records up to 1880 and 1901 were declared open in two stages. The rules were further relaxed so much so that records older than forty years were to be treated as open for inspection.

Since the early days to the date of the issue of the Second Report of the Royal Commission on Records in England, in 1914, preservation of records in India generally meant saving them from destruction by human agencies and merely keeping them. Thereafter, the British Museum system of manual methods of repair of old and fragile records with chiffon and Japanese tissue paper were introduced in the Imperial Record

Department. Much later, the system was adopted in Madras. The other States either did not do anything or had made a beginning only recently. After the second world war, the Central Government launched an ambitious programme for scientific preservation of their records. Equipped with modern machinery including Laminating Hydraulic Press, Fumigatorium, Microfilm Unit, bindry for records and a Research Laboratory, the National Archives of India is claimed to be one of the modern Record Offices in the world today.

Care and consideration had been given so long to official archives alone. Of late, the records of the old business houses, learned institutions, private organizations and aristocrat families are also receiving attention of the scholars. The few representative samples which have been included in this book will indicate that there must be many more similar organisations which possess fresh raw materials of history. To speak of a few, the workshop of Jessop and Co. Ltd., Calcutta, was established in 1788, the Madras Club was founded in 1831, the Agri-Horticultural Society, Madras, was established in 1835, the Chambers of Commerce in Madras and Bombay were founded in 1836, the Madras Race Club was started in 1837, the Bengal United Service Club was established in 1845, the Ballygunge Cricket Club was founded in 1864-65. Most of them are still functioning and they must have in their possession a mass of administrative records which are likely to be useful for regional research.

In the last analysis, it will be seen that all archival activities in India are concentrated in the efforts of the Central Government alone. For one reason or another, efforts in the States are lagging far behind. As top-heavy arrangement or haphazard improvements retard real progress, a plan to work in the field of archives administration for the country as a whole is a paramount necessity.

A BLUE-PRINT

Archives administration is a science adopted and advocated all-over the world to-day. Records are tools of administration. They are the memory of an organisation, a family or an individual. Records embody past experiences, give evidences of progress and protect legal rights. Records are, therefore, the evidences by which a government is accountable to the people. Accordingly, "making of adequate arrangements for the preservation of its records is an inescapable duty of a Government of a civilized State."¹

The creation and growth of records at a high speed have created a big problem all over the world. In England, during the nineteenth century, successive Masters of the Rolls and Deputy Keepers of the Records were embarrassed by the large volume of papers presented to them for preservation. The situation facing their twentieth century successors is far more serious. "The greatly extended part played by the Central Government in the economic and industrial life of the country, together with the advent of the Welfare State, have increased enormously the amount of papers created in the course of Government administration. The twentieth century has seen too the introduction of the typewriter and the duplicator. These two machines, and others like them, have been responsible for a large part of the additional papers created by Government Departments, for not only do they enable copies to be made of single documents where this was not possible before, but they also encourage the creation of documents by reducing the labour of doing so."²

The administrator creates records neither for the archivist nor for the historian, but entirely for administrative purpose. Soon after the birth of the records however, the archivist wonders about the necessity of such a creation at all but at the same time starts worrying about their nursing and care. The historian on the other hand is completely dissatisfied that the newly-born is not fully developed.

Much Government business to-day is transacted in conversation, either direct or on the telephone, with the result that, in the words of the American Historical Association, "evidence that used to be recorded in paper is increasingly being written on air." It is in order to complete the evidence that is available to the historian that the suggestion has been made that a written record should be made of the telephone or other conversations as well. The advantages of such a proposal to the historian are obvious. It is, however, open to a number of objections. In the first place, it would create extra work for the administrator that would do little to further the dispatch of the business on which he was engaged. This is not only undesirable in itself but would also mean that, for this reason, the rule would as often as not be ignored. To require an administrator to record telephone conversations in the interest of posterity would also be dangerous in that it would add to the self-consciousness with which he approaches his work. The practice of framing documents with an eye to "the record" is not unknown, and we should not wish to add to the number of these by having it constantly brought home to the administrator that what he wrote might be scanned by the historian as well as by the person for whose immediate benefit he was writing. But the main objection to the requirement that telephone and other conversations should be recorded, irrespective of whether this was necessary on administrative grounds, is that documents of this sort would not be "records", because they would have been drawn up for purposes other than the conduct of the affairs of which they formed a part. The rejection of this suggestion means that whenever decisions are taken in the course of conversation and subsequently not committed to writing, or where a decision is recorded but the reasons for it left unstated, the historian will be the loser. This cannot be avoided. It must, however, be remembered that even if every conversation were committed to writing, the motives that lay behind any particular action might still be unrevealed. Many of the documents produced in the course of administration are not objective assessments of the issues involved but *ex parte* statements

designed to convince a particular officer, Minister, or the cabinet itself. From these it may be possible to deduce motives, but the historian can never hope for his material to be documented in every detail.³

The fact remains that even though a large volume of records is at present being written on the air, an enormous quantity of written records are being created daily. Being the middleman, the archivist has to worry both for the administrator and the historian. Not only is there the problem of how to accommodate so vast an accumulation of documents, but there is the danger, in the words of the Deputy Keeper of the Records, Public Record Office, England, that the historian of the future "may be buried under the mass of his manuscript authorities." The greater the amount of documents the more impossible in years to come will become the task of keeping them in a state of good repair.⁴ The Committee of American Historical Association on the Historians and the Federal Government has drawn attention in a report to the "increasingly protentious mass of records," which it considers must be radically reduced in bulk, "whether to permit storage, or to make records manageable for study."⁵ Another authority states that "the analogy is not misleading if one states that the Government now has buried in its files as much in way of intellectual resources as there are natural mineral resources buried beneath the soil of the North American continent." Any programme for reducing the bulk of public records, therefore, should include maximum safeguards against losses while identifying and nurturing such invaluable intellectual resources and eliminating damaging and burdensome accumulations of waste.⁶

In a majority of European countries, the initiative in selecting records for reduction is the responsibility of the administrator, provided the records are still in his custody. Noteworthy exceptions to this general practice are found in England, Norway, Spain, and Poland. There, a co-operative programme has been developed whereby the administrator, in co-operation with the archivist, plans the contents of the reduction programme.⁷ The question of selecting records for elimination

applies when the records have been created, ceased to be active, accumulated and occupied valuable storage space. Experts are not merely thinking in terms of checking the birth of records. In U.S.A., archives management engineers have actually come into existence and are fully active. The "management on its own and from material pressures from within is undertaking increasing measures to apply a form of birth control to unnecessary record making. Staff and consulting methods analysts and management engineers are widely engaged in effecting economies through the studied elimination of (a) unnecessary record making and (b) unnecessary filing of papers which must be created or received in the regular course of business."⁸

The records management has not only created a number of problems and difficulties in the past but also in the present, and no country is likely to be spared in future as well. A few of a long list of "common symptoms" as outlined by an international expert are noted below :

1. No legislation, policy, or central authority controlling the retirement and disposal of records ;
2. Chronic demand for more personnel, space, and equipment for records ;
3. Uncontrolled and continuous procurement of equipment and supplies for filing, duplicating ; or microfilming records ;
4. Lack of facilities for low-cost storage of inactive records ;
5. Uncontrolled forms, reports, and issuances ;
6. Lack of written procedures or charts covering major records operations ;
7. Chronic inability to locate records when needed.

The position regarding the history and practice of the records management here in India has been discussed in earlier chapters. The Government of India Act, 1935, provided the establishment in India of a Federal Government. Consequent on this, all their post-mutiny records were classified and separated into Crown and Federal and useless papers. It was intended that all papers of the last category were to be destroyed. (Pre-mutiny

papers being historical were immune to destruction or otherwise). But on an objection by the Indian Historical Records Commission no papers were destroyed. The current practice of elimination of papers is a joint responsibility of the administrator and the archivist. While closing a file, the administrative agency marks on the cover its life or death certificate from the administrative point of view. In case, it is to be preserved, the paper bears a signal, "keep" ; if not, "destroy in 1968" or the year the judge thinks fit. Then the annual destruction schedule is drawn up and examined in consultation with the archival authority. If both agree, the paper is destroyed.

No archival legislation has been enacted as yet in this country. But the Constitution of India has provided ample scope for legislation to protect historical records and records of national importance. Legislative measures can be taken both by the Union and State Governments. The provisions as laid down in the Constitution are :

Part IV, Article 49. It shall be the obligation of the State to protect every monument or place or object of artistic or historic interest, declared by Parliament by law to be of national importance, from spoilation, disfigurement, destruction, removal, disposal or export, as the case may be.

The above provision has been strengthened further in the part embodying relations between the Union and the States :

Part XI, Article 246 (1). Notwithstanding anything in clauses (2) and (3), Parliament has exclusive power to make laws with respect to any of the matters enumerated in List I in the Seventh Schedule (in the Constitution referred to as the Union List).

The relevant clause in the Seventh Schedule, List I—Union List, is :

67. Ancient and historical monuments and records and archaeological sites and remains, declared by Parliament by law to be of national importance.

The States can make law under the provision :

Part XI, Article 246 (3). Subject to clause (1) and (2), the Legislature of any State specified in Part A or Part B of the First

Schedule has exclusive power to make laws for such State or any part thereof with respect to any of the matters enumerated in List II in the Seventh Schedule (in this Constitution referred to as the "State List").

The relevant clauses in the Seventh Schedule, List II—State List, are :

12. Libraries, museums and other similar institutions controlled or financed by the State ; ancient and historical monuments and records other than those declared by Parliament by law to be of national importance.

45. Land Revenue, including the assessment and collection of revenue, the maintenance of land records, survey for revenue purposes and records of rights, and alienation of revenues.

Our Constitution, thus, provides a good ground for a beginning in archives administration. The world knowledge and experience on the subject is vast and varied. On the basis of some of these and also from our own experience a plan is laid down with the hope that it may help to ease some of the difficulties in handling records. The plan is discussed on three broad heads, viz., legislation, function and organisation. *

1. Legislation

Legislation should be enacted to

(a) declare a particular class or group of records as of national importance ;

(b) preserve a class or group of records not covered by (a) above as provided in the Constitution ;

(c) define records ;

(d) lay down Union and State Governments' obligations in the maintenance of records to a minimum standard ;

(e) establish Central, Departmental and Regional Record Offices ;

(f) govern accessibility to the public records for academic, legal and other purposes ;

(g) eliminate and destroy some public records ;

(h) provide microfilming of records of secondary importance before destruction of originals ;

- (i) provide penalties for violations ;
- (j) authorise the Union and State Governments to issue executive orders not covered by law.

2. Functions

A government is essentially a single unit. For efficient working, however, it is divided into compartments which are graded according to the degree of importance, viz., Ministry, Department or Division, Attached and Sub-ordinate Offices, etc. While transacting business of the government, each of them creates records both independently and jointly. But vital statistics are not available. Unless some rough idea, at least, is formed about the rate at which records grow, it will be difficult to realise the magnitude of the problem.

In 1785, the Supreme Government had only five Departments viz., Public, Secret, Revenue, Military and Inspection. In 1957, the Government of India had 18 Ministries, 5 Organizations and 3 special agencies. Of the 26 organisations,¹⁰ 15 were divided into 89 Departments or Divisions, 23 were subdivided into 973 Sections, 21 had 538 Attached and/or Sub-ordinate offices and 16 had 121 Advisory Bodies. Taking that the Advisory Bodies create records 'on the air' and these are digested and reduced to paper records by the Ministries themselves, no separate calculation is contemplated on them. Taking 'Sections' as the record making units, an attempt is being made at a very rough calculation.

It appears that one Section of the Ministry of Education produced in two years (1950-1951) 1251 files, that is, 625.5 per annum or 2.36 files per day.¹¹ Again, one Section of the Ministry of Finance created in a year (1951) 383 files, that is, 1.45 files per day. An examination of a File Index of the Ministry of Railways for 1954 shows that there were under 22 heads as many as 5334 file entries. Therefore, in one day the entire Ministry produced 20.2 files. If 22 subject-heads mean 22 Sections, the rate of production will be 0.91 files per day per Section. The variations, that is, 2.36, 1.45 and 0.91 are quite

justified as the shape and size of the organisations and their nature and volume of work vary widely. In any case, the average out-put per Section per day comes to 1.57.

It is held that most of the Attached and Sub-ordinate offices are bigger in shape and size and turn out greater volume of work than their controlling agencies. Policy-making requires thinking which results in slow record making, while execution requires much less thinking comparatively. The record-making in executive organisations is, therefore, quicker. Thus the rate of record making inversely varies with thinking and deliberations. The potentiality of the executive agencies in record making will be evidenced from some of the data furnished by them in response to an enquiry made by the National Archives some times ago. Very few organisations could say what was their rate of file production per year. Only a few Attached and Sub-ordinate offices supplied some information in terms of linier feet. These are : 500, 400, 125, 100, 50, 10-15 running feet and 200 cubic feet. While it is difficult to dismiss some of these data as fantastic without a thorough investigation, it is clear that a few are genuinely approximate estimates.

It has been stated earlier that 23 Ministries etc. have 973 Sections, that is, each has on an average 42.3 Sections. The total number of Sections of 26 Ministries, Departments, etc. will be 1099.8. But in the absence of any data, it is difficult to find out the number of Sections of the Attached and Sub-ordinate Offices. As the number of record making unit (Section) does not vary directly or inversely in record making, it seems hardly necessary to take into consideration the number of Sections of a Ministry (42.3) and cook a figure for the Attached and Sub-ordinate Offices. The number may therefore be fixed on *ad hoc* or hypothetical basis to 20 each such office. In that case, the total number of Sections of the Attached and Sub-ordinate offices will come to $538 \times 20 = 10760$. For obvious reasons smaller agencies like Post Offices, Telegraph Offices, Railway Stations, etc. are altogether left out of consideration.

Thus, the rate of record making by 564 organisations will approximately be as follows :

	No.	Sections	@ per Section Per day	Total Sections Per Day	Per Year or 264 days.	Per 10 years
Ministries etc.	26	1,099	1.57	1,725.43	4,55,513.52	45,55,135.20
Attached and Sub- ordinate Offices	538	10,760	2.00	21,520	56,81,280	5,68,12,800
Total	564	11,859	3.57	23,245.43	61,36,793.52	6,13,935.20

This is undoubtedly a staggering figure. That is why some action in some form is called for. However rigorous may be the rules for destruction of useless records, these do not usually permit destruction of more than 25% of useless or unimportant records. Of the papers marked for destruction after five, ten or fifteen years, as the case may be, the first, second or the third review generally reduces further the percentage of actual destruction. While periodical reviews are on and a certain percentage of papers marked for destruction are on the suspension list, a further mass of records will have been created and accumulated. This creates a vicious circle and no administrator, no archivist can solve the problem by the rigid enforcement of the strictest elimination rules alone. It is, therefore, worthwhile to consider the following :

1. Birth control

Creation of records should be rigorously controlled. In the words of an eminent American expert, Irving Zitmore, it will be necessary "to apply a form of birth control to unnecessary record making."

2. Destruction of Papers

(a) Papers already marked for destruction should be subjected to three periodical reviews, the first and second spaced

every ten years and the third, twenty years after second review, to safeguard against wrong judgment ;

(b) Papers marked for destruction after the third review should be destroyed forthwith.

3. Microfilming

(a) Original papers of secondary importance (that is, those mentioned in the second category in the statement above) should be retained only for forty years as per procedure laid down in 2(a) above.

(b) After the third review all papers meant for permanent preservation (*vide* (a) above) should be microfilmed and the originals destroyed.

No records are inactive at any stage. Records which are semi-active or inactive for administrative purposes, turn active for academic, legal or other purposes. The normal rule and practice of the Government of India is to retain with the originating agency the active records, that is, the records of the last ten years, and transfer to the National Archives the semi-active records (of some agencies only), that is, the records older than ten years, to be obtained as and when necessary for reference work. After the fortieth year, the inactive records are declared open for research. Briefly, therefore, records become inactive for administrative purpose when they are forty years old, remain semi-active when they are more than ten years old, and active when they are below ten years old.

But it is neither desirable nor practicable to concentrate in one organisation the responsibility of maintaining the entire bulk of inactive and semi-active records of all the Ministries, Departments, Attached and Sub-ordinate Offices, President's Secretariat, Cabinet Secretariat, Planning Commission, Rajya Sabha, Lok Sabha, Supreme Court, Statutory Bodies, Industrial and other Corporations, etc. It will be conducive to greater efficiency and economy if the responsibility of care and custody is shared between the government agencies. This is practicable if the active and semi-active records are maintained by the creating agencies themselves and inactive records by the National Archives. This will mean that each of the record

making agencies will have to have a Departmental Record Office created under it. These Record Offices should be classified into Group A and Group B according to importance as explained later. Their functions will be to

[*Group A : Departmental Record Offices (active and semi-active records)*]

(i) give first-aid to the newly created records viz., proper stitching, prevention of fraying of edges and dog-ear corners, elementary repair and mending, periodical fumigation (cheap method) ;

(ii) prepare subject-list of each paper ;

(iii) prepare index to papers in an approved manner which may combine requirements of both the administrator and the future historian ;

(iv) select records meant for preservation ;

(v) prepare preservation¹ and destruction schedules separately ;

(vi) destroy papers after obtaining approval of the creating agency and the archival authority if necessary ; and

(vii) transfer to the National Archives records of one calendar year, along with necessary tools as indicated in (ii) to (v) above, and any other orders contrary to the normal rules, which might impose restrictions on any individual or groups of papers, e.g., Secret, Confidential, Special papers, etc.

[*Group B : Departmental Record Offices (active, semi-active and inactive records)*]

(1) observe (i) to (vi) above ;

(2) maintain inactive records of the creating agency ;

(3) act as indicated in 3(a) and (b) above ; and

(4) arrange reference service.

It will probably be agreed that the above functions can be better performed by the proposed Departmental Record Offices than by the Ministries, Departments, etc. over and above their normal activities.

The function of the National Archives will be to
[*National Archives (inactive records)*]

- I (i) receive only inactive records (40 years old) of Group A :
Departmental Record Offices with necessary tools as indicated in (vii) above ;
- (ii) prepare accession registers, arrange records according to approved principle, fix descriptive labels on the shelves, bundles or boxes of records ;
- (iii) arrange for preservation and re-juvenation ;
- (iv) arrange for reference service ;
- II (i) receive records of national importance declared by law ;
- (ii) take care of inactive records of the Central Government agencies located in the States ;
- (iii) receive such records of the State Governments as may be made over for better preservation and academic purposes ;
- III (i) assist Group A : and Group B : Departmental Record Offices in reviewing records marked for destruction and selection of papers for preservation ;
- (ii) assist Group B : Departmental Record Offices in preparing microfilm copies of records meant for preservation, and destroying thereafter the originals ;
- (iii) establish liasion between Departmental Record Offices and also between them and the National Archives.
The derived functions are :
- IV (i) Inspection of Departmental Record Offices, Regional Record Offices.
- (ii) Advisory Service in connection with archival administration in general.
- (iii) Photographic reproduction of records.
- (iv) Publication of records of historical importance.
- (v) Imparting training in Archives Administration.

3. Organisation

In the light of the above suggestions, there will be three types of organisations :

A. *Departmental Record Offices* : to be attached to and controlled by each record creating agency of the government :

(i) *Group A* : President's Secretariat, Cabinet Secretariat, Planning Commission, Ministries, Department of Parliamentary Affairs, Department of Atomic Energy, Union Public Service Commission, Indian Audit and Account Department, Election Commissioner, Supreme Court, Lok Sabha and Rajya Sabha Secretariats.

(ii) *Group B* : Departments, Attached and Sub-ordinate offices, Statutory Bodies, Industrial and Development Corporations.

B. *National Archives* :

- (i) To be entrusted only with inactive records of the Group A : Departmental Record Offices and to be controlled by the Ministry concerned.
- (ii) *Group A* : *Regional Record Offices* to deal only with inactive records of Central Government located in the States. To be controlled by the National Archives.
- (iii) *Group B* : *Regional Record Offices* to deal with records of national importance declared by law. To be controlled by the National Archives.
- (iv) *Group C* : *Regional Record Offices* dealing with records which may be made over by the State Governments for better preservation and academic purpose. To be controlled by the National Archives.

C. An *Archives Department* within an appropriate Ministry to control

- (i) Archives administration of the country as a whole.
- (ii) Inspection and Liaison Office.
- (iii) Training School.
- (iv) Archives Council.

D. Formation of an Archives Administrative Service. This should include : Archival Administrator, Archival Scientist, Archival Engineer, Archival Technician and Archival Historian. To be controlled as other Services by the Ministry concerned.

Better preservation of records and better archives administration is no longer a controversial matter. No administrator, no archivist, no historian will probably disagree with what has been stated by the Grigg Committee : "We consider that a good deal of the money that is being spent on the existing arrangements is being wasted. We believe that this state of affairs cannot be remedied within the frame work of the existing law. . . Our proposals should not necessitate a big increase in expenditure, but rather enable a better use to be made of existing resources. The extra cost which they will entail will certainly be nothing like the amount which it will become necessary to spend in future years if the position is allowed to deteriorate further . . . The need of current administration will naturally be given priority in Departments over the arrangements to be made for the preservation of their records. At the same time Departments have an obligation to bear in mind that the preservation of Government records is a recognised public policy."¹² All these arguments are equally applicable to the Indian archives administration.

In any case, the effect of the proposals made will amount to

- (i) a steady flow of records from Group A : Departmental Record Offices to the National Archives ;
- (ii) accession of records in the National Archives in a better state of preservation than before ;
- (iii) a regular release of storage space in the Departmental Record Offices (Group A—by transfer to National Archives, and Group B—by microfilming and then destroying original papers) ;
- (iv) a substantial release of storage space in the National Archives (due to the creation of Departmental Record Offices where—Group A, active and semi-active records are to be maintained, and stoppage completely of transfer of records from Group B Departmental Record Offices) ;
- (v) a regular flow of new material for the historians and other users of records ;

- (vi) a regular flow of trained personnel ;
- (vii) a better control and archives administration ;
- (viii) a regular flow of better type of personnel in all branches of archival science through the Service (as against only one type, as at present, the historians converted to archival technicians, etc.).

The suggestions laid down here are not intended to create a field for controversy, and by no means they are claimed to be the last word in the matter. On the other hand, they are purely tentative and are open to correction, modification and adjustment. It is needless to add that a better plan suitable to the existing conditions in this country is most welcome. The Report of the Archives Legislation Committee is not yet available to the public.

1. ✓ *Report of the Committee on Departmental Records, England, 1954*, p. 6.
2. *Ibid*, p. 18
3. *Ibid*, p. 44
4. *Ibid*, p. 19
5. *Ibid*, Foot-note.
6. *Reduction of Public Records* by E. J. Leahy, *The American Archivist*, Volume III, No. 1, January 1940, p. 38.
7. *Ibid*, p. 14
8. *Modern Records Management* by E. J. Leahy, *The American Archivist*, Volume XII, No. 3, July 1949.
9. *Planning a Records Management Survey* by Irving Zitmore, *The American Archivist*, Vol. XVIII, No. 1, January 1955, p. 134.
10. Figures of some of the organisations are not available in *The Organisation of the Government of India*, published by the Indian Institute of Public Administration.
11. There are 23 Central Government closed holidays, 52 Sundays, 52 Saturdays or half-working days. The total number of working days in a year will be $23+52+26=101$; $365-101=264$. Saturdays have since been converted into full working days except one in a month, which is a closed holiday.
12. *Report of the Committee on Departmental Records, England, 1954*, p. 6.



PART IV

Miscellaneous

Chronological table of archival events in India, some terms, terminology, notes, etc., and a list of selections from records and books will be useful to the students of archival history and practice.



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Rangpur	Vol. III	1783-85
Rangpur	Vol. IV	1779-85
Rangpur	Vol. V	1786-87
Rangpur	Vol. VI	1786-87
Chittagong	Vol. I	1760-73
Dinajpur	Vol. II	1786-88
Midnapore	Vol. III	1771-74
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TERMINOLOGY, NOTES, EXPLANATIONS, GLOSSARIES, ETC.

I

RECORD means that which is written, inscribed to perpetuate the knowledge of transaction. It may be paper, book, photograph, motion-picture film, microfilm, sound-recording, drawing, map, or other document of any physical form or character whatever, or any copy thereof, that has been made by any agency or received by it in connection with the transaction of its business or conduct of its affairs and has been retained by that agency or its successor either in their office of origin or in some other appointed place, as evidence of the objectives, organisation, functions, policies, decisions, procedures, operations or other activities of the agency or because of the information contained therein.

FORM OF RECORDS may be—book, bound volumes, files, single sheets, maps, charts, etc.

KIND OF RECORDS—Records are divided into three sections viz., (i) Records proper, (ii) Printed materials including newspapers and (iii) Still and Motion pictures, Films and Microfilms.

PUBLIC RECORDS means records originated, inherited, owned or possessed by any Government established by law or by any person, body or institution on their behalf.

DOCUMENT—Something written, inscribed etc. which furnishes information or evidence upon any subject, such as manuscripts, title-deeds, tomb-stones, coins, pictures, etc. (Oxford English Dictionary).

(Objections are raised against including physical objects like coins, tomb-stones, etc. but in view of legal needs their inclusion is admitted).

MANUSCRIPT means that which is written by hand. A compound of two Latin words—'Manu' means by hand and 'scriptus' means writing.

SEMI-PUBLIC RECORDS are those belonging to institutions and private bodies which affect large number of individuals. (Universities, Municipalities, Corporations, etc).

PRIVATE RECORDS are family papers of private individuals.

II

ARCHIVES originated from the Greek word 'Arche' (and 'Archeion') and means the organised body of records created by a Government agency, institution, organisation, family or individual and have become non-current and are preserved by that agency etc. or its legitimate successors as evidence of its organisation, functions, policies, decisions, procedures, operations or other activities, or because of the information and data contained therein.

(The definition embodies the concept of a 'creator' and 'concentration' of records though the purposes are evidential).

NON-CURRENT records are those which are no longer required for the purpose for which they were created.

FILE UNITS are the smallest aggregation of records intended permanently to be kept together.

A DOSSIER is a file unit constituted by the records pertaining to the same transaction (one single transaction, a case file).

SERIES means—an assemblage of file units intended to be kept together.

(This is a vital thing in the arrangement of records. Subject-matter, series or numerical series are dependent upon the filing system followed).

RECORD GROUPS are archives of an autonomous agency, institution, organisation or family after their transfer to and identification in an archival agency.

FONDS literally means a cave, a well or a receptacle. Applied to records, it means the records of a single

agency or origin.

(Within Fonds records may be classified according to subject-matter or organizational divisions of the agency).

PROVENANCE means origin.

INVENTORY is a list of records containing informational contents of the records.

ORDINARY INVENTORY is a shelf list.

SYSTEMATIC INVENTORY is a list of files of record groups reconstituted according to the formation of the creating agency.

REAL INVENTORY is a list of records which exist actually.

IDEAL INVENTORY is a complete list including the records which exist, have been dispensed, or lost, or are yet to be created.

REPERTORIES are short summaries.

REFERENCE MEDIA are finding tools in connection with records (Index, Calendar, Catalogue, etc. These are not records themselves).

III

DIARY AND CONSULTATION BOOK, CONSULTATION BOOK is a record in brief of the matters which were discussed and disposed of by the Council together with orders passed on them. This book in its earlier stage was called *Diary and Consultation Book* and later on the *Consultation Book*.

LETTERS TO COURT are letters written by Fort William, Fort St. George, etc. to the Court of Directors in England. These relate to reporting important transactions in India and seeking orders of the Court of Directors.

LETTERS FROM COURT are letters written by the Court of Directors to the authorities in India and generally related to the criticisms on the doings of the Factories, Governments etc. in India and contained orders and instructions issued for future guidance.

BODY SHEETS mean the summary of minutes of each day's meeting of the Council.

ORIGINAL CONSULTATIONS are full original documents from which copies were made for inclusion in the Proceedings Volume.

PROCEEDINGS means copies of full proceedings of meetings of the Council containing list of papers, orders, resolutions, etc.

ORDER BOOK is a book or volume containing copies of papers of a routine nature which were not formally brought before the Council and orders on which were passed by the Secretary of the Council.

IV

PALM-LEAF—Acidity in palm-leaf can be removed by lime-water.

FOXING is brown, black or white dis-colouration caused by a kind of fungus. This is due to localised deposit of iron rust resulting from the mould.

JAPANESE TISSUE PAPER is a type of paper made from grass with the minimum amount of sizing and long fibres sufficiently transparent for minor repairing.

HAND MADE PAPER is a misnomer. It is a machine-made paper containing a maximum amount of cellulose (approx. 89%) and is made of rags. It is very durable.

SIZING is the addition to the fibrous material of a water-resisting substance either during the pulp stage of manufacture or immediately after the sheet is formed.

V

MICROFILMING of records provides economy in storage space, reduces cost of copies and transcripts and provides great facilities if transfer is needed from one place to another in an emergency.

Before microfilming the records should be checked and indexed and all extraneous matter removed.

Film reels should be kept in carton boxes. The boxes may bear the following descriptions :

1. Job number
2. Reel Number
3. Name of Office
4. Record Series, titles
5. Names of file, Sections at :
 - (a) Start of reel
 - (b) flash under print
 - (c) end of reel
6. Box Number.

VI

MAP ARCHIVES—Maps form part of archives. Maps should be kept separately from records. Some hints for the maintenance of maps are given below :

(i) Maps should be cut to pieces $3' \times 4'$ and cabinets should be constructed according to that size.

(ii) Indication of descriptions should be on one side.

(iii) In mounting pieces of maps distortions have to be avoided by using the same type of cloth.

(iv) Cut/pieces of maps may be laminated, if possible.

(v) Classification and sub-classification should be made according to subject.

(vi) Card catalogue of Maps should be prepared. One card for each map should be made.

(vii) Entries in the card may be as follows :

1. Subject.
2. L.M.S.—Large, Medium, Small.
3. Type—Topography etc.
4. Area—Latitude, Longitude.
5. Additional information.
6. Size—Inch or Cm.
7. Scale—

8. Technique in preparing maps.
9. Date of preparation.
10. Draftsman.

VII

Arzi—A Petition of humble representation either oral or in writing ; the technical term for a request from an inferior to a superior.

Bahj—An account book, a journal, a diary, a ledger. This word in the "Persian Records" is commonly used to describe the volumes of Persian letters.

Band-O-Bast—Agreement, settlement, bargain, adjustment, arrangement. Settlement of revenue to be paid by the Zamindar, renter, or farmer to the Government, or by the tenant to the Zamindar.

Basta—A bundle of records kept wrapped in cloth.

Chalan—A document sent with goods, treasure or individuals ; an invoice, a voucher, a pass.

Chauth—An assessment equal to one-fourth of the original assessment, or generally one-fourth of the actual government collections, demanded by the Marathas from the Muhamadans and Hindu Princes of Hindustan as the price of desisting from ravaging countries.

Cutchery (Kacheri)—A court, a hall, an office, the place where any public business is transacted.

Dallal—An Agent between buyers and sellers, a broker.

Darbar—A court, a royal court.

Dastak—A passport, a permit.

Diwan—A minister, a chief officer of state.

Farman—A mandate, an order, a command, a royal patent.

Fasli—Belonging to the harvest. The harvest era introduced by Akbar.

Gadi—A cushion or any padded seat. The seat of rank or royalty.

Hasbu-L-Hukm—The initial words and thence the title of a document issued agreeably to royal authority by the Wazir or other high officers of the government.

Jagir—A tenure common under the Muhammedan government, in which the public revenues of a given tract of land were made over to a servant of the state together with the powers requisite to enable him to collect and appropriate such revenues, and administer the general government of the district.

Jhanda—A flag or banner.

Khalat—A dress of honour. Any article of costume presented by the ruling or superior authority to an inferior as a mark of distinction.

Khansaman—Comptroller of the household.

Khazanah—A treasury, a public treasury.

Khaznchi—A treasurer, a cash-keeper, cashier.

Muchalkah—A written obligation or agreement, a bond, a deed.

Munshi—A writer, a secretary.

Parwanah—An order, a written precept or command, a letter from a man in power to a dependant.

Qanungo—An expounder of the laws, but applied in Hindusthan specially to village and district revenue officers.

Rumal—A bundle of records kept wrapped in cloth ; handkerchief.

Ryot—A subject, cultivator, a farmer.

Sanad—A grant, a charter, a patent, a diploma.

Sarkar—The government, the state, the supreme authority or administration.

Shaqqaḥ—A royal letter.

Sikkah—A coining die, a stamp, a mark, a seal, a signet, a stamped coin, especially the designation of the silver currency of the King of Delhi adopted by the Indian Princes and eventually by the E. I. Coy.

Wazir—The principal minister in a Muhammadan state.

Zamindar—An occupant of the land, a landholder.



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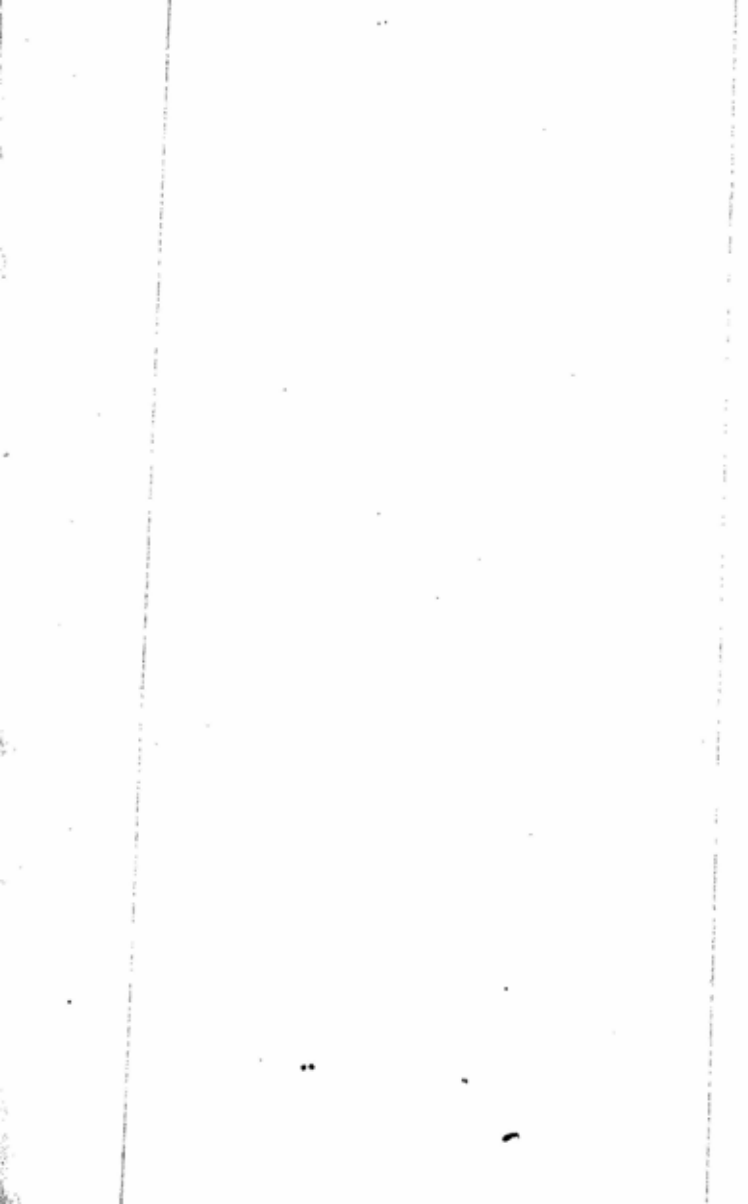
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